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This instruction outlines the procedure to be followed for the administration and management of existing and new Contractor Residential Parks (CRPs), Managed Residential Parks (MRPs), Scattered Contractor Camps (SCCs) and Project Management Construction Camps (PMCCs), as defined**,** by concerned Saudi Aramco organizations. The following items are covered in this General Instruction (G.I).

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1.0 PURPOSE:

The purpose of this General Instruction (G.I.) is to define the role of the various Saudi Aramco organizations, contract proponents, Community Services (CS) and contractors engaged in work for Saudi Aramco, in the operational management of safety, hygiene and welfare at contractor camps, i.e. Contractor Residential Parks

(CRPs), Project Management Construction Camps (PMCCs), Managed Residential Parks (MRPs) and Scattered Contractor Camps (SCCs), (including apartments and villas).
Specific construction design requirements are explained in the Loss Prevention Dept (LPD) Safety Management Guide (SMG) (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) Number 07-005-20XX, version posted by LPD during the time of design for new construction, additions or renovations. In case of conflict between the SMG and Saudi Aramco Engineering Standards, the latter shall prevail. This G.I. includes the reporting requirements by contractors to Saudi Aramco, CS Camp Administration Teams (CS CAT) and proponent organizations.

1.1 Contractor camps, as defined, are administered and managed to comply with the provisions of GI 151.006 "Implementing the Saudi Aramco Environmental Health Code" and that environmental and safety standards meet Saudi Aramco requirements referenced at Section 3.

1.2 This G.I. is aligned with the Saudi Aramco Construction Safety Manual (CSM) Vol 1: Contractor Safety Administrative Requirements (CSAR), Chapters 10 & 11.

1.3 Lots and accommodations within CRPs, PMCCs, MRPs and SCCs are not to be occupied without prior design review, inspection, approval and completion of the Camp Authorization Certificate listed at sections 5.17 to 5.22.

1.4 Lots and accommodations within CRPs are limited to contractors who have active contracts with Saudi Aramco.

1.5 Contractor camps are to be completely removed by the contractor at the expiration of the term of the contracts.

1.6 Contractors vacate the assigned accommodation within CRPs and PMCCs immediately after expiration of contract term.

1.7 Contractors' facilities within all camps are to comply with all appropriate Saudi Aramco and Government health, safety and environmental standards.

2.0 APPLICABILITY

2.1 This G.I. is applicable to the management of all **c**ontractor camps as defined, i.e. CRPs, PMCCs, MRCs and SCCs. It applies to all camp accommodation including apartments and villas where there are six (6) or more occupants, who are resident within the same building (villas and apartments) or within the same camp perimeter of a group of buildings.

2.2 This G.I. applies to all contractor camps, including those of sub-contractors, working for and responsible to principal contractors, whether on Aramco owned/controlled land or within SCCs. The principal contractor is required to demonstrate that all company codes, including Saudi Aramco Environmental Health Codes (SAEHC), are maintained at sub-contractor camps under their control.

2.3 The proponent's contractor and subcontractor accommodation requirements shall be stated in all Mid Form, Long Form & Short Form contracts. The proponent shall enforce this G.I. for Short Form contracts where the requirements listed at 5.9 are met.

2.4 It is the responsibility of all contractors, Saudi Aramco proponents, CS, LPD, EPD, Inspection Dept, JHAH and FrPD to work together to assure compliance with the requirements of this G.I. and all other relevant company standards, as they apply to contractor camps.

2.5 All new contractor camps are only allowed to be occupied when the Camp Authorization Form is issued by the proponent. See Attachment C.

2.6 Where Saudi Aramco considers at any time that the health, safety or welfare conditions at a contractor camp do not meet minimum company standards, and conditions are such that there is an imminent risk to the health or safety of occupants, the proponent, in conjunction with EPD, LPD or CS shall rescind (cancel) the Camp Authorization Form and mandate the closure of the camp, or parts there-off such as catering facilities. See Attachment D. This will also apply to existing camps where the Camp Authorization Form was not previously issued, prior to the date of this revised G.I. This may require the re-location of workers residing there within 30 days of the contractor and proponent being so notified by EPD, LPD or CS representative. Where a Camp Authorization Form is rescinded and the proponent has still not enforced the closure of the camp or re-located the occupants to a new camp approved and certified by the proponent, and there remains an imminent risk to the health or safety of occupants, then the Executive Director CS will, within 7 days of notification, escalate the issue to Snr VP Operations & Business Services, with a copy to LPD and EPD managers.

2.7 For contractor camp site allotment procedures outside CRPs, refer to GI 2.718 (Contractor Site Allotment Procedure).

3.0 REFERENCES

Saudi Aramco Engineering Standards (SAES)

SAES-B-014, *Safety Requirements for Plant and Operations Support Buildings*
SAES-B-017, *Fire Water System Design*
SAES-B-019, *Portable, Mobile and Special Fixed Firefighting Equipment*
SAES-B-062, *Onshore Well Safety*
SAES-B-064, *Onshore and Nearshore Pipeline Safety*
SAES-L-132, *Materials Selection for Pipelines, Piping and Process Equipment*
SAES-M-100, *Saudi Aramco Building Code*
SAES-P-123, *Lighting*
SAES-S-010, *Sanitary Sewers*
SAES-S-020, *Industrial Drainage and Sewers*
SAES-S-030, *Storm Water Drainage Systems*
SAES-S-040, *Saudi Aramco Water Systems*

Saudi Aramco - *Construction Safety Manual (CSM)*

Saudi Aramco - *Contractor Safety Pre-Qualification Guidance*
Saudi Aramco - *Contract - Terms and Conditions*
Saudi Aramco - *Environmental Health Code (SAEHC)*
Saudi Aramco - *Procurement Manual*
Saudi Aramco - *Safety Handbook*
Saudi Aramco - *Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings)* 07-005-20XX or version posted by LPD during the time of design for new construction, additions or renovations.
JHAH - *Minimum Medical Standards Requirements Manual (MMSR)*

G.I. 2.100 - *Work Permit System*
G.I. 2.718 - *Contractor Site Allotment Procedure*
G.I. 2.716 - *Land Use Permit Requirements*
G.I. 6.011 - *Quarterly Safety Inspections (QSIs)*
G.I. 0151.006 - *Implementing The Saudi Aramco Environmental Health Code (SAEHC)*
G.I. 298.010 - *Administration Procedure Of Contractor Camps/Parks And Construction Camps*
G.I. 1781.001 - *Inspection, Testing, & Maintenance of Fire Protection Equipment*

National Fire Protection Association (NFPA)
NFPA 10, *Standard for Portable Fire Extinguishers*
NFPA 13, *Standard for the Installation of Sprinkler Systems*
NFPA 14, *Standard for the Installation of Standpipe and Hose Systems*
NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*
NFPA 20, *Standard for the Installation of Stationary Pumps for Fire Protection*
NFPA 22, *Standard for Water Tanks for Private Fire Protection*
NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*
NFPA 54, *National Fuel Gas Code*
NFPA 70, *National Electrical Code*
NFPA 72, *National Fire Alarm and Signaling Code*
NFPA 400, *Hazardous Materials Code*
NFPA 1410, *Standard on Training for Emergency Scene Operations*
NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*
NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*
NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
NFPA 1901, *Standard for Automotive Fire Apparatus*
International Fire Code (IFC)

4.0 DEFINITIONS:

4.1 **Applicant** The Saudi Aramco contract proponent.

4.2 **Camp/Accommodation Perimeter** In CRPs and PMCCs on Saudi Aramco controlled land, the

residential camp area or lot surrounded by a fence or wall which is designated or assigned to a contractor; on privately owned land, the camp area or lot surrounded by a fence or wall; in residential accommodation buildings/apartments, a building or part of a building for residential use delineated by fences, walls and/or storey levels.

4.3 **Community Services (CS) Camp Administration Team (CS CAT)** The area CS team responsible for monitoring the compliance of this G.I.

4.4 **Contractor Residential Park (CRP)** Designated area located on Saudi Aramco controlled land for residential accommodation and other support facilities for contractor personnel and administered by Community Services (CS).

4.5 **Listed/Approved Electrical Equipment** Examples of listing organizations accepted by G.I. 298.010 can include: Underwriter Laboratories (UL) – USA, Underwriter Laboratories Canada (ULC), Factory Mutual (FM) – USA, Electrical Testing Labs (ETL) – USA, Canadian Standards Association (CSA), European Norms Electrical Certification (ENEC), TUV Rheinland (TUV), Geprfute Sicherheit (GS), DIN, VDE, BSI Kitemark, Nemko Mark (N, Norway), RCM Mark (Australia) or other independent and internationally recognized testing laboratories. ISO/IEC 17025 laboratory accreditation is acceptable.

4.6 **Managed Residential Parks (MRPs)** Land Use Permit (LUP) of land for residential accommodation and other support facilities for contractor personnel and administered by an approved contractor operating under the direction of CS. This may be commonly referred to as a 'super-camp' or 'mega-camp'.

4.7 **Means of Egress (Exit)** A continuous and unobstructed vertical and/or horizontal egress (exit) path of travel, from any point in a building, to a 'safe place' (which is an exterior part of the building which is sufficiently open to the exterior so as to minimize the accumulation of smoke and toxic gases). The exit discharge should provide direct and unobstructed access to a public way or to a safe dispersal area, at least 50 feet or 15.2 m away from the building.

4.8 **National Fire Protection Association (NFPA)** The NFPA is a USA standards development and publication organization that produces a wide range of standards associated with fire safety, maintenance and system design.

4.9 **Project Management (PM) Construction Camp (PMCC)** Designated area located on Saudi Aramco controlled land for residential accommodation (and other support facilities such as offices, diner, warehouse, etc.) for Saudi Aramco and/or construction contractor personnel to support the work associated with a Saudi Aramco contract. These PMCCs are administered by a specific Project Management Department or Project Management Team (PMT).

4.10 **Scattered Contractor Camp (SCC)** Contractor accommodation built on either private or Saudi Aramco controlled land or rented or leased accommodation such as villas and apartments and approved by the specific contract proponent. This applies to accommodation where 6 or more

personnel are accommodated, who are residing within the same building (villas and apartments) or within the same camp perimeter of a group of buildings.

4.11 **24/7** Services that are available 24-hours per day, 7-days a week, and 365-days a year.

5.0 SAUDI ARAMCO CONTRACT PROPONENT RESPONSIBILITIES

Administration

5.1 Appoint a specific person to control and have day to day oversight of requirements contained within this G.I. and to coordinate with the relevant Saudi Aramco organizations outlined in this G.I.

5.2 Ensure that all proponent employees involved in the administration and/or inspection of contractor camps, contractor Camp Supervisors, contractor Safety Officers/Engineers and contractor Project Managers attend the relevant Saudi Aramco approved training course, within one month from their date of appointment.

5.3 Maintain a current and up to date list of all principal and subcontractor contractor camps for which they hold a contract, in an Excel format, to include site location details, principal contacts, and Aramco proponent contact. This information is to be made available to CS, EPD and other corporate entities periodically and / or upon request.

5.4 Following a contract's successful bid, the applicant shall notify (at least one (1) month prior to camp occupancy) CS CAT and EPD, in order for them to update their databases of registered contractor camps.

New Contracts

5.5 Perform all associated duties per GI 2.718 (Contractor Site Allotment Procedure) to establish any new contractor camps inside of the CRPs.

5.6 Obtain all approvals as stated in Section 19.4.1 of this instruction for CRP lots.

5.7 Obtain all approvals as stated in Section 19.4.4 of this instruction for CRP accommodation.

5.8 Organize and obtain land use permits in accordance with G.I. 2.716 (Land Use Permit Requirements), where necessary for CRPs, PMCCs and MRPs. LUPs are to be obtained before detailed design starts, to comply with SAES-B-014

5.9 The proponent's determination of contractor and subcontractor accommodation requirements shall be stated in all Mid Form, Long Form & Short Form contracts and will be clearly explained at Job-Explanation and Kick-Off meetings. The determination of whether this G.I. shall apply to Short Form contracts shall be decided by the proponent and will take into consideration:

5.9.1 Likely duration of contract or contracts over the coming 12 months. If the contractor has a history of previously working for more than 6 of the preceding 12 months for Saudi Aramco and/or is likely to work for Saudi Aramco for more than 6 months in the coming 12 months, then this G.I. shall apply.

5.9.2 The nature of work of the contractor employees shall be taken into consideration. As a guide, the G.I. shall apply to parks and camps for contractor employees who provide services on Saudi Aramco owned or managed land. It shall not apply to suppliers (e.g. workers in a cement factory) or a retail company who are providing materials and not services directly to Saudi Aramco.

5.9.3 In the case of SCC accommodation, only applies where 6 or more personnel are accommodated. Refer section 4.4.

5.10 Clearly explain to the contractor companies during the bidding process (Job-Explanation meeting) and to the company awarded the contract at Kick-off meetings, the requirements of this G.I. and requirements and standards explained in the Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), Number 07-005-20XX, version posted by LPD during the time of design for new construction, additions or renovations. The requirements of the SMG must also be met for existing contracts which are extended.

5.11 For less than 6 occupants, exemptions can be given by proponent for requiring mandatory accommodation of contractor and subcontractor management, Sr. Staff, Professional and Technical Staff who receive allowances and secure private accommodation on their own. The contractor company managing director shall submit a letter to the proponent manager, copied to CS CAT and EPD, requesting exemption.

5.12 Determine whether the contractor and its subcontractor employees can be located in CRPs, MRPs, PMCCs in accordance with GI 2.718 (Contractor Site Allotment Procedure), or be allowed to establish or utilize a SCC pending approval by the proponent.

5.13 Where there is a contract requirement for a contractor company to be located in a designated Managed Residential Park (MRP), the proponent shall robustly enforce the terms of the contract with regard to that company being located in the MRP. This requirement must be clearly explained at the Job-Explanation meeting (Job-X) during the bidding process. A Camp Authorization Form will not be issued under any other circumstances.

5.14 Contractually require contractors to provide all personnel residing in CRPs, MRCs, SCCs and PMCCs with medical facilities/care in accordance with John Hopkins Aramco Healthcare (JHAH) Minimum Medical Requirements Manual (MMSR), MOH regulation and Saudi Arab Labor Law.

5.15 Ensure that the contractor company has an agreed Healthcare Plan authorized by JHAH representative. The Healthcare Plan shall be in accordance with JHAH's Strategic Contractor Company Healthcare Program regarding the provider and facilities to be used. This may involve use of shared healthcare facilities and staff, with other contractor companies in that geographic area. Refer section 15 for further details.

5.16 Verify that the contractor has provided all of its employees and sub-contractor employees with medical insurance according to the regulations of the Cooperative Health Insurance Law in the Kingdom of Saudi Arabia. At a minimum this insurance shall provide cover for services at a 24/7 in-patient facility for medical examination, treatment and in-patient care.

Applying For Camps To Be Authorized

5.17 Ensure the contractor obtains the approval of all camps, including SCCs by proponent, prior to the start of camp construction site work. The requirements of the SMG must also be met for existing contracts which are extended.

5.18 Ensure that Camp Authorization Form C is used to apply for approval of the camp by proponent (based on concurrence of the respective organizations) before the camp is occupied by contractor employees. Note: All new camps and major refurbishments are to comply with the standards explained in Saudi Aramco - *Safety Management Guide* 07-005-20XX *(Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings)*, version posted by LPD during the time of design for new construction, additions or renovations. All portable buildings to be provided for new camps, and existing camps where portable buildings are replaced, must be supplied by Saudi Aramco approved manufacturers of portable buildings, listed on 9COM.

5.19 For all new contractor camps (SCC, CRP, MRP & PMCC), before construction, applicant shall submit design drawings, site plan, and specifications of all facilities to local supervisors LPD, EPD, FrPD and where applicable, JHAH and Inspection Dept, for review to ensure compliance with applicable Saudi Aramco requirements. The format of submission (hard or soft copy) shall be as stipulated by the local supervisors. The fire protection design shall be supervised or designed by a Saudi Aramco approved Fire Protection Engineer who shall stamp and seal finalized drawings before construction. Refer to the SAEHC and the Loss Prevention Department Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building) for building codes requirements. Refer to the Contractor Safety Administrative Requirements (CSAR), Chapters 10 & 11 for planning, construction and inspection arrangements by the relevant Saudi Aramco organizations and the proponent.

5.20 Ensure that all new contractor camps are only allowed to be occupied when the Camp Authorization Form is approved by the proponent, in consultation with the other listed organizations. The listed organizations will identify ‘’Yes” and “No” items for the pre-occupancy inspection walkthroughs. “Yes” items are items that are evident danger to property or personnel safety, and those that may impact the safe commissioning, start up, and operation of the camp. “Yes” items are required to be completed before the Camp Authorization Form is approved by the Proponent. “No” items generally relate to scope of work items that, if not completed prior to Camp Authorization Form will not impact the safe commissioning, start up, and operation of the camp.

5.21 Where practical, occupants should be accommodated in MRPs, if within the relevant travelling distance and a contractual requirement, or accommodated in CRPs or PMCCs, as these camps should be built to meet the relevant standards. If for geographical reasons this is not possible, contractors

may establish SCCs in villas or apartment buildings, as well as camps with portable buildings. It may be difficult for villas or apartment buildings to fully comply with the requirements and standards explained in Saudi Aramco - Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings) 07-005-20XX or version posted by LPD during the time of design for new construction, additions or renovations and SAES-M-100. The agencies listed at 5.19 for design construction and review are to take this into account. Standards should be enforced as far as practical but they may be partially exempted on some requirements. These should be clearly recorded by the agencies involved. However, no exemptions should be made on significant life safety issues ("Yes" items) such as means of escape or fire safety management systems and equipment.

5.22 Applicant will not change the location designated on the approved drawings without applying for such a change, following the same procedure as for a new application.

Removal Of Camp Authorizations and Closure Of Camps

5.23 Where the Camp Authorization Form is rescinded by CS, EPD or LPD, due to an imminent risk to health or safety of occupants, Contract Proponent shall ensure that within 30 days, the contractor corrects the high risk deficiencies noted or the contractor is to transfer occupants to another camp approved by the proponent (based on SA agencies concurrence as stated at section 5.19). This will also apply to existing camps where the Camp Authorization Form was not previously issued, prior to the date of this revised G.I.

5.24 Ensure that any mandates to close a contractor camp immediately or within 30 days per 2.6 above of this G.I. is enforced in conjunction with Contracting Department and Industrial Security Operations (where applicable).

5.25 On notification by CS CAT, contract proponent will initiate and coordinate the formal eviction letter addressed to Saudi Aramco Government Affairs to ensure that the CRP & MRP site is clear of debris, underground utilities and foundations and restored to the original condition upon expiration of the contract term and/or termination, to the satisfaction of the CS CAT.

Compliance Inspection Reports, Follow Up Action & Notification Of Incidents

5.26 Conduct periodic announced and unannounced inspections at camp/accommodations using the Inspection Checklist at Attachment I (or its equivalent, in the case of PMT). The Attachment I Checklist will be completed at least annually and thereafter corrective actions updated monthly until all items are actioned. There shall be joint inspections, where feasible, with the Saudi Aramco agencies. Effectively track corrective action taken with the contractor company. All camp inspection reports and subsequent corrective action reports are to be copied to the CS CAT and to EPD.

5.27 Ensure that the contractor companies conduct weekly camp inspections, complete the reports as per this G.I. and copy the monthly contractor reports to the CS CAT.

5.28 Ensure contractor companies immediately report any health, safety, environmental incident or suspected or confirmed illness outbreak within their contractor assigned CRP, MRP lots or SCCs to CS CAT and EPD. Reportable incidents shall include, but not be limited to, fires or personal injuries or fatalities, including reporting of a fatality due to suspected natural causes. Contractor Safety Officer/Engineer shall conduct an investigation of all fires, based on root cause analysis, and copy the report to proponent and CS CAT.

5.29 Assist CS CAT, EPD and other relevant organizations in the implementation of the requirements as described in this G.I.

5.30 Ensure that the contracting company complies with all Saudi Aramco health, safety and environmental standards and enforce the resolution of any related inspection finding in any assigned CRP lot, MRC, SCC and PMCC (refer to Attachments A-B for further clarification).

5.31 Robustly enforce the terms of the contract with regard to the implementation of this G.I, the Saudi Aramco Environmental Health Code (SAEHC), together with all other Saudi Aramco associated codes and standards relating to health, safety and welfare at contractor camps. This shall include the evaluation and tracking of contractor performance against these codes, in conjunction with Contracting Department to assure full conformance.

5.32 Enforce the SA CSM, the SA Safety Handbook and relevant G.I.s and standards for workplace safety in CRPs and PMCCs. Proponent to ensure that a work permit system authorizes specific construction, maintenance, inspection, or repair to be conducted in the company's restricted areas or when conducting a restricted activity. All cutting, welding and brazing equipment must be operated in accordance with the SA CSM and the SA Safety Handbook. All flammable and combustible liquids shall have relevant Chemical Hazard Bulletins (CHBs) and Safety Data Sheets (SDS). For work permits, refer to G.I. 2.100 - Work Permit System.

Contract Expiration

5.33 Advise CS CAT and EPD three (3) months prior to the expiration of the contract term and/or termination. Also, the Contract Proponent shall provide relevant contract details (e.g. Contract Number, Contract termination date etc.) to CS CAT and EPD.

6.0 CONTRACTOR COMPANY'S RESPONSIBILITIES

6.1 Comply with all requirements included in this G.I. Failure to comply may result in formal action being taken, in line with the current Saudi Aramco Procurement Manual and in the case of contractor camps at CRPs, additionally as per section 19.5 (CRP Lot Recovery).

6.2 Contractor Project Managers are to submit the following design package, to the agencies listed at section 5.19, if the camp is to be a new build or a major refurbishment:

6.2.1 Scope Of Work
6.2.2 Detailed Camp Drawings/Designs.
6.2.3 Building Specifications
6.2.4 Fire detection and alarm systems, hydrant and hose reel systems and fire-fighting storage tank capacity.
6.2.5 Details on construction materials to be used, particularly with regard to fire ratings and complying with the requirements and standards explained in the Saudi Aramco - *Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings)* Number 07-005-20XX, version posted by LPD during the time of design for new construction, additions or renovations.
6.2.6 The contractor company shall implement and resolve all design review comments received by all the agencies listed at section 5.19, prior to constructing the camp or carrying out a major refurbishment.
6.2.7 For CRPs, PMCCs and MRPs, the contractor company shall develop a HIP (Hazard Identification Plan) or a Preliminary Hazard Assessment (or Hazid) for the operational management of safety, hygiene and welfare of the contractor camp subject of the contract.

6.3 Contractor Project Managers to ensure that a competent Camp Supervisor is appointed to manage the camp. For camps or accommodation with thirty (30) or more residents in a single location, the Camp Supervisor shall be full-time, and for twenty-nine (29) or less residents the Camp Supervisor may be part-time. The Contractor Camp Supervisor shall be high school graduate level, be capable of understanding and implementing the requirements of this guide, and must speak, read and write in English, to a standard acceptable to Saudi Aramco. The Camp Supervisor must be able to adequately complete written camp inspection reports in English.

6.4 For CRPs, SCCs and MRCs the contractor shall submit the resume of the Camp Supervisor to the proponent. The proponent will screen the camp supervisors by use of a basic written English proficiency test.

6.5 The Camp Supervisor is to handle the day-to-day operations of the camp/accommodation, and to act as a single point of contact with CS CAT, EPD, the proponent and other Saudi Aramco agencies.

6.6 The Camp Supervisor, on appointment, is to attend the relevant Saudi Aramco approved Camp Inspectors Training Course, as will the contractor's Safety Officer/Engineer and Project Manager, preferably before the camp is occupied, or at the latest, within one month from his day of appointment.

6.7 The contractor shall ensure that the Camp Supervisor has sufficient time, authority, manpower support, materials and other resources, to ensure proper compliance with this guide.

6.8 All appointed Camp Supervisors are to be given a ninety (90) day probationary period. If during that period, the proponent does not find the Camp Supervisor to be competent in his job, or if he fails to comply with section 6.9, then he shall be removed by the proponent and replaced by a competent Camp Supervisor.

6.9 The Camp Supervisor will ensure that he conducts the weekly camp inspections and completes the reports as per this G.I. He will ensure he submits the monthly report to the proponent, copied to the CS CAT in a timely manner. Failure to do so will be regarded as a major violation of this G.I. and the proponent shall take appropriate action.

6.10 The contractor shall develop and implement a written Camp Safety & Hygiene Program for the company Safety Manual. Refer Attachments A-B which can form the basis of the Program, for the safe and hygienic operation of all camp/accommodation services and the maintenance of critical equipment. Note that Attachments A-B are guidance and that Saudi Aramco standards, as amended periodically, should be referred to and take precedence.

6.11 The contractor shall manage and operate residential camps and accommodation buildings/apartments in accordance with this G.I and the other standards and codes at section 3.0.

6.12 Contractor shall provide EPD with details of food services where there is a central kitchen, including details of current food safety management system, staff structure, training records and pest control contract.

7.0 CS CAMP ADMINISTRATION TEAM (CS CAT) RESPONSIBILITIES. The Area CS CAT Supervisor, or his designated representative, shall:

7.1 Where CS CAT Teams or other Saudi Aramco agencies' representatives discover, or are notified of, an imminent risk to the health or safety of occupants, then the CS CAT Supervisor will immediately notify the proponent manager and issue a '***Notice Of Intention To Rescind The Camp Authorization Form'*** within 30 days, unless the imminent risk to the health or safety of occupants is resolved. Refer Attachment D.

7.2 Where a Camp Authorization Form is rescinded after 30 days and the proponent has still not enforced the closure of the camp or re-located the occupants to a new camp approved by the proponent, and there remains an imminent risk to the health or safety of occupants, then the Executive Director CS will, within 7 days of notification, escalate the issue to Snr VP Operations & Business Services, with a copy to LPD and EPD managers, as per section 2.6.

7.3 Provide G.I 298.010 compliance advice (as applicable), to contractors operating camp/accommodation and support buildings, including providing information about safety training programs (as available) to support the contractor's safety orientation program for camp/accommodation residents; except for PMCCs, which shall be covered by PMT.

7.4 Monitor that proponents conduct periodic announced and unannounced inspections at camp/accommodations using the Inspection Checklist at Attachment I. These shall be joint inspections, where feasible, with other Saudi Aramco agencies.

7.5 Ensure that Quarterly Safety Inspections (QSIs) are conducted in all CRPs which follows the CS QSI internal process that is according to GI 6.011, and that contractor companies follow up on all

recommended corrective actions. The QSI Team shall check that G.I. 298.010 and the Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings) Number 07-005-20XX, version posted by LPD during the time of design for new construction, additions or renovations are being implemented.

7.6 CS CATs will track the timely completion of corrective actions by proponents.

7.7 CS CATs will periodically verify on site the accuracy of inspection reports, both by the contractor and the proponent and give feedback where deficiencies in inspections and reporting are found. CS CAT supervisors will report on this G.I's compliance by proponents and will issue annually a Camp G.I. Compliance Report for proponent managers and senior Saudi Aramco management.

7.8 Track the submission of the monthly contractor inspection reports, that they are the proponent for, and actively follow up on failure to do so with contractor companies who do not submit the reports on time.

7.9 Notify proponents periodically of scheduled Camp Inspector Training Courses for training Camp Supervisors, contractor Safety Officers/Engineers, Project Managers and all those Saudi Aramco employees involved in the inspection of contractor camps.

7.10 Act as the Administration Authority to perform all duties stated for the proponent in GI 2.718 (Contractor Site Allotment Procedure) for all existing and new CRPs.

7.11 Ensure that the procedures outlined in this instruction are followed before establishing new parks or allowing occupancy in CRPs and MRPs.

7.12 Periodically work with Saudi Aramco Land Affairs and Facilities Planning Department to plan for future CRP or MRP locations and reserve lands in order to provide lots or accommodation and support facilities accordingly.

7.13 Ensure that Saudi Aramco is committed to allocate lots or accommodations to the contractor within CRPs where available and feasible.

7.14 Review and approve CRP lot or accommodation application requests to ensure proper allocation.

7.15 Arrange to have the relevant agencies review design drawings, site plan, and construction camp submittals/specifications for all facilities constructed within CRP for approval and for proposed new MRPs (including major modifications to existing CRPs and MRPs).

7.16 Be responsible for "Letter of Understanding" with respect to land use within CRPs.

7.17 Be responsible for record keeping and required follow-up, including recovering contractor camp lots within CRPs.

7.18 Monitor compliance with the requirements of GI 151.006 at all contractor camps (i.e. CRPs, SCCs, MRPs and PMCCs).

7.19 Monitor that proponents coordinate, follow-up and close health, safety and environment deficiencies with contractors.

7.20 Coordinate with Contracting Department and/or contract proponents to obtain camp locations and contact information.

7.21 Keep a record of all active contractor camps and accommodation. This shall include but not be limited to records for contracts, inspections, construction documents, meetings, etc.

7.22 Where exemptions are requested for residency of contractor camps; consult as needed with other relevant Saudi Aramco organizations (e.g. WED/EPD, LPD, proponent) prior to advising on exemptions for private accommodations that meet minimum Saudi Aramco standards.

7.23 Monitor compliance by the applicant and contractor to Attachments A & B (Camp Management & Construction Standards).

7.24 Organize and obtain land use permits in accordance with G.I. 2.716 (Land Use Permit Requirements), where necessary for CRPs and MRPs.

8.0 PMT RESPONSIBILITIES.

The PMT Supervisor, or his designated representative, shall:

8.1 Comply with the duties of Contract Proponent as outlined at 5.0.

8.2 Act as the applicant (Proponent) and perform all associated duties in GI 2.718 Contractor Site Allotment Procedure to establish any new PMCCs.

8.3 Ensure compliance with the requirement of GI. 151.006 at all PMCCs and SCCs. PMT is to also assume the role of the CS CAT at PMCCs with regard to periodic inspections and following up corrective action to enforce this G.I. and the Saudi Aramco EH Code, at PMCCs and SCCs.

8.4 Ensure that Quarterly Safety Inspections (QSIs) are conducted in all PMCCs which follow the Proponent's QSI internal process that is according to GI 6.011, and that contractor companies follow up on all recommended corrective actions. The QSI Team shall check that G.I. 298.010 and the requirements and standards explained in the Safety Management Guide (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings), Number 07-005-20XX, version posted by LPD during the time of design for new construction, additions or renovations, are being implemented.

8.5 Coordinate periodic inspections to all PMCCs by notifying and inviting all concerned Saudi Aramco organizations (e.g. Area LPD, EPD, Fire Protection Department, CS CAT, JHAH and other

concerned Saudi Aramco organizations. (Note: EPD will plan and schedule contractor camp inspections per section 10.)

8.6 Conduct monthly inspection to all PMCCs in between other established periodic inspections.

8.7 Check and monitor that contractors conduct their own weekly camp inspections and track the submission of the monthly contractor inspection reports, that they are the proponent for, and actively follow up on failure to do so with contractor companies who do not submit the reports on time.

8.8 Coordinate, follow-up and close health, safety and environmental deficiencies with contractors and contractor proponents in PMCCs and SCCs.

8.9 Act as the applicant (Contract Proponent) and perform all associated duties for this G.I. for any contract camp or accommodation within CRPs or MRPs.

8.10 Enforce the requirements detailed in Attachments A-B (Camp Management & Construction Standards).

8.11 Ensure that contractor companies submit the design package for new camps and major refurbishments to the agencies listed at section 5.19, for review. The contractor company shall implement and resolve all design review comments received by all the agencies listed at section 5.19, prior to constructing the camp or carrying out a major refurbishment.

8.12 Organize and obtain land use permits in accordance with G.I. 2.716 (Land Use Permit Requirements), where necessary for PMCCs.

9.0 LPD RESPONSIBILITIES. The Area LPD Superintendent, or his designated representative, shall:

9.1 Prior to construction for all contractor accommodation and project support buildings, review and verify resolution of all safety related requirements with facilities described in the application with necessary modifications to meet Saudi Aramco and Government standards. Refer to Saudi Aramco Loss Prevention Department Safety Management Guide 07-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), version posted by LPD during the time of design for new construction, additions or renovations, for building codes requirements.

9.2 Prior to occupancy, inspect the contractor facilities after completion to verify compliance with the safety related designs for the final layout and construction, and provide comments for necessary corrections.

9.3 Support PMT, CS CATs and proponent's staff with consultations for CRPs, MRPs, SCCs, and PMCCs.

9.4 Report any high risk safety deficiencies directly to both CS CAT and contract proponent. The proponent shall follow up on action taken by the contractor to resolve high risk safety deficiencies. Refer to section 5.23 and 5.24.

10.0 ENVIRONMENTAL PROTECTION DEPARTMENT (EPD) RESPONSIBILITIES. EPD Manager, or his designated representative, shall:

10.1 Prior to construction or occupation of all contractor camps, review and approve all health and environmental requirements with facilities described in the application with necessary modifications to meet Saudi Aramco standards, having regards to GI 151.006 "Implementing the Saudi Aramco Environmental Health Code, and this G.I. (including Attachment A, section 11).

10.2 Prior to occupancy, inspect the contractor facilities after completion to verify compliance with the approved health and environmental related designs for the final layout and construction.

10.3 Monitor proponent compliance with the requirements of GI 151.006 by periodically performing compliance audits at contractor camps.

10.4 Report any health or environmental deficiencies directly to CS CAT and contract proponent.

10.5 Approve centralized kitchens to be used inside contractor camps in accordance with SAEHC-S-04.

11.0 FrPD AREA FIRE OPERATION SUPERINTENDENT RESPONSIBILITIES. He, or his designated representative, shall:

11.1 Prior to construction of all camps, review and resolve comments with the fire protection related system designs provided in these facilities to meet Saudi Aramco standards. Refer to LPD Safety Management Guide 07-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), version posted by LPD during the time of design for new construction, additions or renovations, for building codes requirements.

11.2 Prior to occupancy, inspect and test the fire protection systems at the contractor facilities after completion, to verify compliance with approved fire protection requirements.

11.3 Participate with proponent in performing periodic joint inspections to CRPs, MRCs and PMCCs, as per GI 1781.001 Inspection, Testing, & Maintenance of Fire Protection Equipment.

11.4 Report any fire protection system deficiencies directly to both CS and contract proponent.

11.5 Conduct advisory visits, consult on design packages for all new camps and conduct inspections prior to occupancy as per CSAR Chapters 10 & 11.

12.0 INDUSTRIAL SECURITY OPERATIONS (ISO) RESPONSIBILITIES. Area ISO Superintendent, or his designated representative, shall assist CS CAT in implementing relevant and

applicable security standards and procedures for new CRPs or MRPs. The assistance and consultancy is provided through ISO Engineering for the implementation of relevant and applicable security standards and procedures, and government directives.

13.0 INSPECTION DEPT (ID) RESPONSIBILITIES. Inspection Department (ID) Superintendent shall be requested in writing for inspection services during the construction of SCC, CRP, MRP & PMCC. The inspection services shall be as follows:

13.1 Approve contractor QA/QC personnel and batch plants.

13.2 Assist in identifying Saudi Aramco approved Material Suppliers.

13.3 Perform Scheduled Project Assessments during procurement and construction. Action items as a result of the Assessments will be sent to contract proponent as a recommendation for implementation.

13.4 Provide specific consultancy services during the cycle of the project when requested by contract proponent.

14.0 POWER OPERATIONS DEPARTMENT (POD) RESPONSIBILITIES.

14.1 POD will be responsible for the Operations and Maintenance (O&M) of POD power distribution lines from Saudi Aramco substation up to and including the interface disconnect switch at the contractor camp perimeter fence. In case POD power distribution line entry is by underground cable circuit, POD O&M responsibility is up to and including the interface distribution switch at the contractor camp perimeter fence.

14.2 Proponent organization will be responsible for the O&M of all equipment and electrical facilities beyond the interface disconnect switch, or beyond the interface distribution switch at the contractor camp perimeter fence.

14.3 In the event that the contractor camp is being directly supplied power by Saudi Electricity Company (SEC), POD will have no O&M responsibility at all.

15.0 JOHN HOPKINS ARAMCO HEALTHCARE (JHAH) RESPONSIBILITIES, IN COORDINATION WITH MEDICAL JOINT VENTURE COORDINATION DEPARTMENT (MJVCD). EMS/ RAC staff shall:

15.1 Provide an advisory role for Saudi Aramco Proponents working at Saudi Aramco Industrial sites in the assessment, planning, implementation and selection of the most appropriate Medical Facility level/ category required for them as stipulated and in compliance with the Construction Safety Administrative Requirement (CSAR) and JHAH Minimum Medical Standards Requirements (MMSR) Manual.

15.2 Coordinate with Saudi Aramco Proponent to ensure that a full service contract is signed between the Contractor Company (CC) and an approved Health Care Provider (HCP) to fully operate the medical facility in accordance with the CSAR and the MMSR.

15.3 Review and approve all CVs for Nurses, Doctors and Ambulance Drivers, prior to their deployment at Saudi Aramco remote industrial sites as per MMSR Manual FIGURE 2-3.

16.0 MATERIALS, SERVICES AND PAYABLES ACCOUNTING DEPARTMENT (MS&PAD) RESPONSIBILITIES. MS&PAD, upon receiving notice from CS Contractor Parks Administration shall withhold the contractor's entitlements including the final payment until MS&PAD receives a written notification from CS Contractor Parks Administration stating that the site has been cleared and payments can be released to the contractor.

17.0 SAUDI ARAMCO AFFAIRS (SAA) When notified by CS Contractor Parks Administration that a contractor fails to fulfill the obligations mentioned in 19.5.1 to 19.5.7, as well as the "Letter of Understanding"; SAA will cooperate with CS Contractor Parks Administration, in coordination with the concerned proponent manager and shall involve the proper authority to evict the contractor from a CRP or PMCC.

18.0 CAMP MANAGEMENT & CONSTRUCTION STANDARDS Contractors will design, construct, manage, inspect and maintain the camps to the standards stated at Attachments A & B. Contractor companies will submit the design package for new camps and major refurbishments to the agencies listed at section 5.19, for review. The selection of material and equipment and the design, construction, maintenance, and repair of buildings, with regard to life safety, shall meet the latest edition of the references at Section 3.

19.0 CAMP APPLICATION FORMS

The attached "Camp Authorization Form", (Attachment C), "Contractor Residential Park Lot Request" (Attachment E) and "Contractor Residential Park Accommodation Request" (Attachment F) shall be submitted duly completed and signed by the applicant (contract proponent) on behalf of their contractors. Prior to preparation and submittal of Contractor Residential Park Lot Request form, the applicant shall coordinate with CS Contractor Parks Administration to verify that land is available.

19.1 Key to Contractor Residential Park Lot Request Form

Attachment C - Camp Authorization Form (applies to all camps)
Attachment D - Notification Of Intention To Withdraw Contractor Camp Authorization
Attachment E 2 & 3 This information is required to establish contact whenever necessary.
II 1 - 4 This information is required to identify the site and lot size.
III 1 – 3 Describe the number of residential portables, office portable, and occupants.
III 4 Describe potable, fire, and raw water supply.
III 5 Describe power supply.
III 6 Describe provision for sewage and solid waste collection and disposal.
III 7 Supply all information necessary for emergency contact such as radio frequency, type of equipment, telephone, if any, and so on.

III 8 Describe life safety measures, e.g. smoke detectors, fire walls, emergency drills; fire protection equipment, e.g., firewater system and portable fire extinguishers and fire prevention measures, e.g. flammable storage, site inspections.
III 9 Describe food service facilities for workers at site.
III 10 Describe where and how workers are housed.

19.2 Key to Contractor Residential Park Accommodation Request Form:

Attachment F - I 1, 2&3 This information is required to establish contact whenever necessary.
I 4, 5&6 This information is required to provide the contract details.
II 1 This information is required to identify the CRP location.
III 3 Describe the equipment size and load. If locally generated, show line breaker, power line and clearance, if connected with Saudi Aramco system.
III This information is required to identify the number of contractor population based on seniority.

19.3 Site Location Drawing: Final drawings (not preliminary drawings) to scale shall be provided along with the application. A minimum of one drawing or sketch shall accompany the CRP Lot Request.

19.3.1 Universal Transverse Mercator (UTM) coordinates.
19.3.2 Site location to scale.
19.3.3 Total area in square meters.
19.3.4 Power lines and overhead clearance.
19.3.5 Existing utilities (water, sewer, drainage, power, gas).
19.3.6 Structures being erected by the contractor.
19.3.7 Sewage and solid waste disposal location and means.
19.3.8 Site access and traffic plan.
19.3.9 Site drainage.
19.3.10 Fire protection systems
19.3.11 Security protection measures including but not limited to fencing systems, access control, surveillance and others.
19.3.12 Location in relation to significant nearby hazards (e.g. drilling rigs, plant facilities, specifically SCCs and PMCCs)
19.3.13 Other pertinent details, as necessary.

19.4 Review & Approval Authorities

19.4.1 CRP Lot Request Form (Attachment E) should be reviewed in the following order and approved by CS:
- Contract Proponent Dept. Manager (applicant)
- Area LPD Superintendent
- Area FrPD Operation Superintendent
- General Supervisor EPD
- CS CAT Supervisor

19.4.2 After signing of the CRP Lot Request, two copies of the "Letter of Understanding" (prepared by CS Contractor Residential Parks Administration) shall be signed in Arabic and English

by (a) the contractor or his legal representative agreeing to its terms and conditions and (b) the Coordinator, CS Contractor Residential Parks Administration, on behalf of the Company. The Coordinator CS Contractor Residential Parks Administration, shall retain the original (English and Arabic versions) and the contractor shall retain the copy.

19.4.3 A clear legible copy of the completed site application shall be sent by the applicant to all signatories.

19.4.4 CRP Accommodation Request Form should be approved in the following order:

- Contractor Proponent Dept. Manager (i.e. CRPs and PMCCs)
- CS CAT Supervisor (only CRPs)

19.5 CRP Lot Recovery:

19.5.1 Prior to the termination of a particular contract or its extension (if any) for which the site was made available to the contractor, the contractor shall be given 60 days written notice, with a copy to their proponent, by the Contractor Residential Parks Administration, to have the contractor detach, disassemble, and remove from the land all materials, supplies, structures, works, and equipment which they have constructed, erected or caused to be present on the said land. The contractor shall restore the site to its original condition to the satisfaction of Contractor Residential Parks Administration.

19.5.2 The contract proponent shall inform the Contractor Parks Administration in writing the contract termination/extension (s) 3 months in advance.

19.5.3 Departure clearance form (Attachment H) shall be submitted by contractor proponent to Contractor Parks Administration for approval prior to release of contractor's final payment.

19.5.4 If the contractor fails to fulfill his obligations per Attachment G (Letter of Understanding), Contractor Parks Administration Authority shall take the necessary action within 30 days after the termination of the contract or its extension.

19.5.5 Materials, Services and Payables Accounting Department (MS&PAD), upon receiving notice from Contractor Parks Administration shall withhold the contractor's entitlements including the final payment until MS&PAD receives a written notification from Contractor Parks Administration stating that the site has been cleared and payments can be released to the contractor.

19.5.6 Contractor Parks Administration shall inform the Contracting Department in writing in the event that the contractor has not fulfilled the obligations outlined in 19.5.1 to 19.5.4, as well as the "Letter of Understanding."

19.5.7 In the event that the contractor fails to fulfill the obligations mentioned in 19.5.1 to 19.5.4, as well as the "Letter of Understanding"; Contractor Parks Administration in coordination with the concerned Manager/Deputy Manager - Saudi Aramco Affairs, shall involve the proper authority to evict the contractor.

RECOMMENDED: _____ Date: _____
Manager,
NA/WR Community Services Department

RECOMMENDED: _____ Date: _____
Manager,
SA/CR Community Services Department

CONCUR: _____ Date: _____
Manager,
Fire Protection Department

CONCUR: _____ Date: _____
Manager,
Environmental Protection Department

CONCUR: _____ Date: _____
Manager,
Loss Prevention Department

CONCUR: _____ Date: _____
Manager,
Fire Protection Department

CONCUR: _____ Date: _____
General Manager,
Industrial Security Operations

CONCUR: _____ Date: _____
Manager,
Inspection Department

CONCUR: _____ Date: _____
Manager,
NA Power Operations Department

CONCUR: _____ Date: _____
Manager,
SA&R Power Operations Department

CONCUR: _____ Date: _____
Chief Executive Officer,
JHAH

CONCUR: _____ Date: _____
Executive Director,
Engineering Services Inspection Department

CONCUR: _____ Date: _____
Vice President,
Project Management

APPROVED: _____ Date: _____
Executive Director,
Community Services

Attachment A
Camp Management Standards

This attachment is for guidance. For the full list of Saudi Aramco standards and for more details, refer to the G.I. section 3.0. The contractor is to create a Camp Management Program based on this Attachment and enforce it. The Program is to include the following as a minimum:

1.0 Camp Inspections

1.1 The Camp Supervisor shall cooperate fully with and provide full access when requested by the concerned CS Camp Administration Teams (CS CATs), Environmental Protection Dept (EPD, contract proponent and/or other Saudi Aramco agencies, to conduct periodic inspections in all areas of the camp, accommodation, support buildings/apartments controlled by the contractor.

1.2 The Camp Supervisor, assisted periodically by the company Safety Officer/Engineer, shall ensure that weekly inspections are conducted in all accommodation, support buildings/apartments controlled by the contractor, using the Checklist Form J in this G.I., noting all deficiencies, corrective actions and dates completed.

1.3 The Camp Supervisor and the company Project/Contract Manager will implement appropriate corrective actions in a timely manner for all inspection reports submitted by CS, proponent or EPD.

1.4 The company Project/Contract Manager will provide full support to the Camp Supervisor to ensure that all observed deficiencies are corrected in a timely manner.

1.5 At the end of each calendar month, the Camp Supervisor shall submit the latest inspection report to the proponent and copy it to the CS CAT.

2.0 Reporting Incidents The Camp Supervisor shall maintain an effective reporting system to contractor senior management, the concerned proponent organization, CS CATs and EPD; and for PMCCs, to contractor senior management and PMT.

Immediate Reporting The Camp Supervisor shall notify via telephone any of the following occurrences:

2.1 Serious injury or fatality (including any suspected deaths from natural causes) to any camp/accommodation resident; including any occurrence of a serious communicable/infectious disease designated by the Saudi Arabian Ministry of Health. For definitions of types of injuries, refer to G.I. 6.007 Reporting Of Contractor On-Job Injuries/Occupational Illnesses.

2.2 Fire incidents no matter how small; building or structural collapse; major power outage or major loss of water supply for more than 8 hours; and serious/major security related incidents. Refer to G.I. 6.001 [Notification Requirements for Incidents (Including Fires)].

2.3 Any significant increase in illness noted, including any increase in the number of gastroenteritis cases above 5% compared to normal levels.

Reporting Within 24-Hours The Camp Supervisor shall notify in writing any of the following occurrences:

2.4 Follow-up written report on any of the occurrences as described in section 2.1 - 2.3 above

2.5 Major sewage outages for more than 8 hours; major HVAC equipment outages; cooking or food equipment outages affecting large number of residents (i.e. more than 10); and moderate security related incidents

3.0 **Initial & Annual New Occupant Safety Orientation** The Camp Supervisor shall ensure safety orientation training is delivered initially to all new arrivals. Orientation shall include elements such as, fire prevention and response, use of fire extinguishers, action to take in an emergency, personal hygiene, electrical appliance safety and safe use of gas appliances. The contractor shall submit their Safety Orientation Program to the concerned proponent organization for approval; and for PMCCs, to PMT.

4.0 **Tool-Box Talks & Safety Meetings** Periodically, camp safety and health issues shall be discussed at safety meetings for all occupants and also tool-box talks should include camp safety and hygiene issues.

5.0 **Records** The contractor shall maintain adequate records in the Camp Supervisors office for a period of not less than two (2) years. They are to be readily available at the request of CS CAT, FrPD, PMT, LPD and EPD and the concerned proponent organizations. The records shall include, but not limited to, the following:

5.1 Camp Occupancy Register to include the name, age, nationality, passport number, iqama number, and Saudi Aramco ID number (as applicable).
5.2 All weekly and monthly camp inspection reports and corrective action reports as described in section 1.0 above
5.3 Previous proponent, EPD and CS reports (where applicable) and corrective action
5.4 The preventative maintenance history records of critical camp/accommodation equipment as described in section 13.0 below (PM).
5.5 The training and orientation record records as stated in this Program.
5.6 Company disciplinary procedure based on Labor Law for occupants or key staff who fail to carry out their responsibilities relating to health, safety or behavior inside the camp.
5.7 The SA EH Code, (SAEHC-S-07) for reference.
5.8 Camp safety meeting attendance and tool-box talks
5.9 Incident reports.

6.0 **Emergency Disaster Planning**

6.1 The contractor shall develop an emergency disaster plan for the camp/accommodation with contingencies for handling a major emergency and assigning sufficient resources to provide all necessary support to residents, including relocation/re-housing of residents to an off-site location should it be necessary, based on credible scenarios; and submit the plan to the concerned proponent organization for review; for PMCCs, to PMT and where there is a contractual requirement for a healthcare facility in the camp, also submit the plan to JHAH.

6.2 The contractor shall also ensure that contractor Camp Supervisor, camp/accommodation key-personnel and other participants/maintenance support staff receive training in emergency disaster

planning and hold at least two (2) emergency disaster drills per year minimum. For camps within 5kms of a pipeline or gas field, this shall include a drill in total evacuation of the camp.

6.3 The camp/accommodation must be provided with at least two (2) operable telephones for use in emergencies, with access 24/7 to all residents, and emergency contact numbers posted adjacent for fire, ambulance/medical assistance and police/security.

6.4 Where advised by Saudi Aramco, the contractor company shall provide a windsock.

6.5 Muster, or assembly points, shall be positioned based on emergency planning and clearly signposted.

7.0 Fire Safety

7.1 The contractor Camp Supervisor shall ensure that fire drills/emergency evacuation drills are held at the camp/accommodation, four (4) times per year minimum.

7.2 The company will appoint and train Fire Wardens in each building/storey level to assist occupants in timely and proper evacuation. The number of appointed Fire Wardens will be determined based on Attachments I & J Inspection Checklists and verified by the proponent. Fire Wardens shall conduct daily, proactive inspections of their assigned areas of the camp and focus on fire prevention. These Fire Warden inspections will be recorded in a log-book that shall be monitored by the Camp Supervisor, who shall ensure all deficiencies are corrected in a timely manner.

7.3 Copies of the fire drills/emergency evacuation drills critique meetings minutes shall be attached to the inspection reports, as described in section 1.0 above.

7.4 The operation and maintenance of fire detection and alarm systems, fixed and portable fire protection equipment, shall comply with Attachments A & B and NFPA 72 (National Fire Alarm and Signaling Code), NFPA 25 (Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems), NFPA 17A (Standard for Wet Chemical Extinguishing Systems), and NFPA 10 (Standard for Portable Fire Extinguishers) respectively.

7.5 Emergency means of egress routes, such as corridors, fire exit doors and staircases must be kept clear at all times, and all fire exit doors must be easily opened from the inside at all times (never locked).

7.6 All external and internal lighting systems, including emergency and exit lighting, shall be kept clean and operable at all times, to comply with Saudi Aramco Engineering Standard (SAES-P-123).

7.7 Fire Safety shall be in accordance with standards equivalent to those specified in Inspection, Testing and Maintenance of Fire Protection Equipment (G.I. 1781.00), Saudi Aramco Loss Prevention Department Safety Management Guide 07-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), version posted by LPD during the time of design for new construction, additions or renovations and the Saudi Aramco Construction Safety Manual (Vol 1: CSAR).

7.8 Ensure that there is sufficient fire water supply provided that meets the requirements of SAES-B-017 and SAES-M-100. The fire water system and hydrants shall comply with SAES-B-017 and the International Fire Code (IFC), Appendix B.

7.9 Provide an adequate number of fire extinguishers throughout the camp, suitably classified for fire for that particular area of operations per SAES-B-019 and NFPA 10.

7.10 A UL-300 listed wet-chemical kitchen hood fire extinguishing system is required above all commercial cooking surfaces that produce grease-laden vapors.

7.11 A Type I hood is required for cooking equipment producing smoke or grease-laden vapors.

7.12 Fire Sketch/Plans - In every building, evacuation plans are to be posted adjacent at all exit doors and at each landing level on staircases or in each floor where there are a large number of dormitory rooms and where escape is via a corridor and stairway. These should show locations of stairs, fire exits and assembly areas.

7.13 Smoke alarms or detectors shall be provided as required by the SAES-M-100, Section 907 and NFPA 72.

7.14 Smoke alarms or detectors shall be installed in each residential room and checked regularly.

7.15 Where required by contract or determined by proponent, FrPD or LPD , a trained fire-fighting team is provided, with appropriate manpower that is adequately trained and certified, suitable vehicles and fire-fighting equipment, where directed by Saudi Aramco. (Refer to Tables 1 & 2. Also refer to Section 3.0, specifically NFPA 1410, 1500, 1710, 1720 and 1901).

8.0 Medical/First Aid Services

8.1 Where required by the contract, a medical trained nurse and/or physician and/or ambulance shall be available 24/7.

8.2 Where there is no medical facility required by contract, at least one employee per shift on site shall have a current Heart Saver First Aid with CPR & AED certificate and be certified by a recognized BLS training program such as Saudi Heart Association or American Heart Association/ or Heart saver (CPR/FA/AED) trained by JHAH / HS&E. Refer to JHAH Minimum Medical Standards Requirements Manual (MMSR).

9.0 Electrical Safety

9.1 Annually, the electrical installation in all accommodation and support buildings must be tested and approved by an experienced and qualified electrical engineer, to comply with the SBC-401 (Saudi Bldg. Code - Electrical Code) or the NEC (National Electrical Code - USA). A copy of the electrical engineer's test report and corrective action shall be made readily available in the Camp Supervisor's office as described in sections 1.0 and 5.0 above. Any noted electrical deficiencies are to be rectified in a timely manner and corrective action recorded.

9.2 Electrical cooking and food preparation appliances including refrigerators/chillers are to be listed/approved, need to be kept in a safe and hygienic condition, and routinely maintained; any defects need to repaired/corrected immediately and treated as high priority.

9.3 Electrical devices and appliances should be those listed by an internationally recognized testing organization. Examples of listing organizations are: Underwriter Laboratories (UL) – USA, Underwriter Laboratories Canada (ULC), Factory Mutual (FM) – USA, Electrical Testing Labs (ETL) – USA, Canadian Standards Association (CSA), European Norms Electrical Certification (ENEC), TUV Rheinland (TUV), Geprfute Sicherheit (GS), DIN, VDE, BSI Kitemark, Nemko Mark (N, Norway), RCM Mark (Australia) or other independent and internationally recognized testing laboratories. ISO/IEC 17025 laboratory accreditation is acceptable. See Table 3 below.

9.4 All electrical appliances and power-cords owned by the contractor and/or by occupants shall be listed/approved, rated at the current capacity of the connected load and the electrical supply voltage of the camp/accommodation, without the use of portable transformers/power regulators; equipped

with a listed/approved plug matching the outlet receptacles without the use of an adaptor; are in good condition and routinely checked; to comply with this G.I. and NEC.

10.0 Gas Safety

10.1 LPG (liquid petroleum gas, butane and propane) equipment such as cooking appliances, space heaters, etc, including associated gas cylinder storage and gas pipe work, shall be operated and maintained safely.

10.2 All LPG cylinders should have the gas supply switched off at the cylinder's valve, after cooking is finished each day.

10.3 For LPG to be used in any camp it must meet all of the following 4 requirements:

10.3.1 LPG cylinders must never be stored inside a building. They should be located externally, if possible 15m from the nearest building, in a purpose built ventilated store or cage, protected from sunlight.

10.3.2 All LPG appliances operated internally shall have a minimum of two (2) vents, one lower level and the other upper level in each room with an exhaust fan mounted in the ceiling to operate continuously 24 hours per day.

10.3.3 At least one opening window to provide emergency ventilation.

10.3.4 All regulators, pipes, hosing and connectors shall meet standards and have been fitted by a competent gas engineer.
(Note: Large LPG installations with bulk storage shall comply with NFPA 54 National Fuel Gas Code).

11.0 Food Services

11.1 The operation and monitoring of food preparation, storage and designated eating areas shall comply with the SA EH Code, be subject to daily cleaning (as a minimum) and kept free of rodents, feral animals, insects and other vermin.

11.2 Where the contractor provides centralized catering to residents, food handlers and supervisors shall be trained to an approved standard, depending on their level of responsibility, as stated in SAEHC-S-04 (4.1) Food Service Establishments, together with government rules and regulations. All training organizations used must be approved by EPD.

11.3 All centralized catering food establishments are to be registered in accordance with Saudi Arab national law.

11.4 All centralized catering food establishments in camps shall be pre-approved by EPD.

11.5 Where a camp food establishment is not operated in accordance with the SA EH Code and it is the opinion of EPD representatives that there is an imminent or highly likely risk of food-borne outbreaks, EPD can revoke the approval and the food establishment will be closed. The food establishment shall remain closed until such time as EPD is satisfied that the risk to health has been removed and that a food safety management system is implemented and facilities and equipment meet the requirements of the SA EH Code to ensure the health of consumers.

12.0 Water Supply

12.1 A safe, clean and plentiful supply of cool fresh potable drinking water shall be provided to residents 24/7. The supply infrastructure pipe work and storage for drinking water and water used for washing, bathrooms and toilets, shall be effectively operated and maintained. Timely repairs are to be treated as high priority. The entire water supply network including quality testing and water sampling routines shall comply with the SA EH Code.

12.2 Where a camp is not provided with treated water (potable water and/or chlorinated water), the contractor is responsible to provide a Water Treatment System (e.g. using Reverse Osmosis or Chlorination), and shall provide training to the operators of such system/s. The contractor shall also provide refresher training (at least annually) to those who operate and maintain such a system/s.

13.0 Preventative Maintenance (PM)

13.1 The contractor shall provide adequate resources for the preventive maintenance (PM) and timely repair of all camp/accommodation services, and for critical services such as electrical power, air conditioning, water supply/plumbing, and sewage system. Repair crews are to be available 24/7.

13.2 Copies of the preventive maintenance (PM) reports shall be maintained and made readily available in the Camp Supervisor's office.

13.3 The filters on HVAC (heating, ventilation and air-conditioning) equipment are to be cleaned according to manufacturer's recommendations (usually at least once every 3 weeks), and preventive maintenance (PM) conducted in accordance with, and at the frequencies as stated in the manufacturer's operating manual, or every six months, whichever is the sooner; to comply with the SA EH Code. A copy of the HVAC PM reports shall be attached to the monthly report as described in section 5.0 above.

14.0 Cleanliness & Hygiene

14.1 The contractor shall develop a Cleaning Schedule for the entire camp/accommodation, which shall identify areas to be cleaned and how often, the persons responsible and what materials and equipment is to be used.

14.2 The contractor shall also provide adequate janitorial and cleaning resources to ensure proper hygiene and cleanliness on a daily basis throughout the camp/accommodation. Residents should not be assigned cleaning duties in communal areas (toilets, bathrooms, corridors, eating areas, kitchens, laundries, yards, parking-lots, etc), other than in their own sleeping/living space and cleaning up after they use communal cooking areas.

14.3 All communal areas such as toilets, bathrooms, lounges, corridors, staircases, etc, shall be kept in a safe and hygienic condition to comply with the SA EH Code, and be subject to daily cleaning (as a minimum) and kept free of rodents, feral animals, insects and other vermin.

14.4 Yards, parking-lots, recreation/sports areas and spaces between buildings at camps shall be kept free of debris and trash, must not used for construction materials and plant/equipment storage, and kept free of rodents, feral animals and other vermin, to comply with the SA EH Code and be subject to weekly cleaning (as a minimum).

14.5 Trash at camp/accommodation buildings must not be allowed to accumulate, trash bins should be emptied daily and the trash taken to a designated temporary storage area kept free of rodents, feral

animals, insects and other vermin, and taken off-site to final disposal/landfill site regularly (twice weekly minimum), to comply with the SA EH Code.

14.6 Remind all occupants to use flip-flops or sandals in the showers and bathrooms areas to prevent the transmission of foot-borne diseases.

15.0 **Pest Management** The contractor shall use a qualified and experienced pest control operative or contractor and implement an integrated approach to pest management, which emphasizes exclusion, pest proofing, elimination of breeding sites and harborage, surveillance and trapping

Table 1 - Fire Fighting Crew, Vehicles & Equipment

Proponent, in consultation with LPD and FrPD, will as part of the Camp Authorization Form arrangements, determine if a camp requires specific additional arrangements for having a dedicated fire crew, vehicles and equipment on site, if due to distance, there will be a delay in either Civil Defense of FrPD being able to respond in a timely manner to an emergency. They will have regard to NFPA 1720 (see Table 2 below), in deciding on the numbers of crew members required, the level of training expected and the types of vehicles and equipment required. Manpower To Consider:

- Captains
- Fire-Fighters
- Drivers
- Trainers
- Despatchers
- Reserve Crew

Trg, Medical & Physical Fitness Requirements

- Ensure all Fire-Fighters have undergone a formal medical examination.
- Fitness assessment test of all fire crew members on recruitment and annually.
- All Fire-Fighters to complete NFPA Certificate Level 1&2 fire-fighter training.
- Implement an on-going fitness program for the fire crew.

Table 2 NFPA Standards

NFPA 1720 and NFPA 1710 - Standards for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2010 Edition

NFPA 1410 - training standard for initial fire attack

NFPA 1500 - fire department occupational safety and health program

NFPA 1901 - Standard for Automotive Fire Apparatus

NFPA 1720

Staffing and Response Time

Demand Zone [a]	Demographics people/mi^2	Minimum Staff to Respond [b]	Response Time (minutes) [c]	Meets Objective (%)
Urban area	> 1000	15	9	90
Suburban area	500 - 1000	10	10	80
Rural area	< 500	6	14	80
Remote area	Travel distance ≥ 8 mi	4	Directly dependent on travel distance	90
Special risks	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90

[a] A jurisdiction can have more than one demand zone.
[b] Minimum staffing includes members responding from the AHJs department and automatic aid
[c] Response time begins upon completion of the dispatch notification and ends at the time interval shown in the table.

Table 3 Listed/Approved Electrical Appliances

The following are acceptable by Saudi Aramco:

- Underwriter Laboratories (UL) - USA
- Underwriter Laboratories Canada - (ULC)
- Factory Mutual (FM) - USA
- Electrical Testing Labs (ETL) - USA
- Canadian Standards Association (CSA)
- BSI Kitemark
- European Norms Electrical Certification (ENEC)
- TUV Rheinland (TUV)
- Geprfute Sicherheit (GS)
- DIN, VDE
- Nemko Mark (N, Norway)
- RCM Mark (Australia)

or other independent and internationally recognized testing laboratories. ISO/IEC 17025 laboratory accreditation is acceptable.

Attachment B
Camp Construction Standards

This attachment is for guidance. For the full list of Saudi Aramco standards and for more details, refer to the G.I. section 3.0. This section deals with construction requirements to meet the SA EH Code. For all requirements relating to fire safety, refer to the Saudi Aramco Loss Prevention Department Safety Management Guide 07-005-20XX (Application of Saudi Aramco Building Code to Contractor Camp and Project Support Building), version posted by LPD during the time of design for new construction, additions or renovations and the relevant standards listed at section 3.0 of this G.I.

1.0 Catering & Dining Facilities

1.1 The floors of kitchens shall have smooth, hard, easily cleanable surfaces that are non - slip and impervious to water, detergents and disinfectants (carpeting is prohibited in these areas). These floors shall be sloped to properly trapped floor drains and the junctions between the floors and walls shall be coved and sealed.

1.2 Utility service lines and pipes shall not be unnecessarily exposed on floors. If exposed, they shall be installed in a way that does not obstruct cleaning.

1.3 Floor mats and duckboards are prohibited in wet areas, e.g. kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities.

1.4 Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces.

1.5 Utility service lines and pipes shall not be unnecessarily exposed on walls and ceilings. If exposed, they shall be installed in a way that does not obstruct or prevent cleaning.

1.6 Wall or ceiling mounted light fixtures, vent covers, fans, decorative materials and equipment shall be installed in a way that does not obstruct or prevent cleaning, shall be designed and constructed to facilitate cleaning, shall be made of easily cleanable materials and shall be maintained in good repair. All such equipment should be installed and operated in such a manner that there is no risk to injury. All moving parts should be adequately guarded and all electrical wiring and connections be installed to current, recognized Saudi Aramco electrical standards.

1.7 All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use.

1.8 All outer doors and screen doors shall be tight-fitting and self-closing. All doors and screen doors, including sliding or folding types, shall be constructed so that the space between the lower edge of the door and the threshold does not exceed 6.4 millimeters (0.25 inches). The space between sections of folding and sliding doors, when closed, shall not exceed 6.4 millimeters (0.25 inches). All exposed edges of the lower 20.3 centimeters (8 inches) of doors and jambs that are made of materials through which rodents could gnaw, especially outer doors and doors known to be accessible to rodents, shall be protected by covering such edges of doors and jambs with metal sheeting that cannot be gnawed through.

1.9 All outer doors of kitchens and dining facilities shall be fitted with self-closing screen doors that open outwards. Saudi Aramco EPD may accept other effective fly control devices, e.g. air curtains in lieu of screen doors.

1.10 Where self-catering kitchens are provided and used, the design, construction and installation of equipment shall comply with requirements equivalent to those specified in Section SA EH Code-S-07.

1.11 Self-catering kitchens shall be provided with a minimum of the following:

- Refrigerator space - 1/2 cubic foot per occupant.
- Freezer space - 1/2 cubic foot per occupant.
- Dry food storage space - 3 cubic feet per occupant.
- Cooking facilities - 1 burner per 6 occupants. (Extractor canopy necessary where multiple burners provided)
- Ware washing facilities - 1 large double sink with draining boards per 25 occupants or part thereof.
- Food preparation sinks - 1 large preparation sink per 25 occupants or part thereof.
- Hand washing facilities - 1 washbasin with hot and cold water, hand cleanser, single use towels and dispensers.
- Dining facilities - Sufficient tables and chairs to accommodate 50% of the residents.

2.0 Laundry Facilities

1.1 All communal laundry areas shall be operated and kept in a safe and hygienic condition, with laundry equipment in sufficient numbers to suit the camp/accommodation total population, to comply with the SA EH Code, and be subject to daily cleaning (as a minimum).

1.2 Laundry facilities and services shall be provided for residents use to clean personal linen and clothing. A minimum of two washers and two dryers shall be provided for each 50 occupants or part thereof.

1.3 All laundering shall be undertaken in a separate room designated for this purpose.

3.0 Sleeping Accommodation (Dormitories)

3.1 All outside premises, floors, hallways, carpets on floors, walls, ceilings and furnishings shall be maintained in a sanitary condition at all times.

3.2 Each room shall be completely cleaned after each change of occupancy. Common areas shall be cleaned at least once daily.

3.3 No cooking shall be undertaken in any room of a habitable structure unless such room was specifically designed for this purpose and the use of such room for cooking is approved by EPD.

3.4 Hallways, entrances to fire escapes and stairways shall be kept free of obstructions.

3.5 Floor space in sleeping rooms shall be allocated at a rate of not less than 4.6 square meters (50 square feet) per occupant, preferably 6.5 square meters (70 square feet) per occupant. See Table 4 below.

3.6 The floors of dormitories shall be constructed of durable, smooth and easily cleanable materials.

3.7 Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces.

3.8 All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use. All outer doors and screen doors shall be tight-fitting and self-closing.

3.9 The ceilings in all habitable rooms shall be at least 2.3 meters (7.5 feet) high as measured to the lower projection from the ceiling.

3.10 All habitable rooms including kitchens and public corridors shall be sufficiently ventilated by means of natural or mechanical ventilation.

3.11 The temperature in all habitable rooms and other rooms in which personnel live and work shall be controlled by mechanical means and maintained at a level conducive to the healthful performance of the activity conducted in the area.

3.12 A bed, mattress, mattress pad and pillow shall be provided for each occupant. All bedding and linen shall be clean, sanitary and in good repair.

3.13 At least one table, chair and reading lamp shall be provided for each sleeping room.

3.14 All curtains, carpeting, furniture and other furnishings shall be clean, sanitary and in good repair.

3.15 A storage closet or cabinet shall be provided for storing the clothing and other personal items of each occupant.

3.16 A refuse container shall be provided for each habitable room.

4.0 Potable Drinking Water Supply

4.1 It is the responsibility of the contract company to maintain chlorine levels of the raw water entering the camp/facility from any external source. This involves disinfecting by chlorination or other means of equal efficiency in the killing or removal of organisms capable of causing infection. When chlorination is employed a sufficient amount of chlorine shall be added to the water to maintain a chlorine residual of at least 0.5 milligrams per liter (0.5 parts per million) and not exceeding 3 milligrams per liter (3 parts per million) at all points in the distribution system from which water may be withdrawn.

4.2 Hot and cold shall be provided to all hand washbasins, showers, ware washing facilities and laundry facilities. Hot water shall be thermostatically controlled to ensure that the temperature at the point of delivery to hand washbasins is 49°C (120°F) and as otherwise specified by SAEHC-S-04 for ware-washing facilities. Anti-scald valves are recommended to ensure that the temperature does not exceed 49°C (120°F) at the point of mixing.

4.3 Plumbing shall be designed, sized and installed according to standards outlined in Saudi Aramco Engineering Standards.

4.4 Plumbing and plumbing fixtures shall be operated and maintained in a way that prevents contamination.

4.5 Plumbing and plumbing fixtures shall be kept clean and in good repair.

4.6 There shall be no cross connection between the chlorinated raw water supply and any unsafe or questionable water supply, sewerage system or any source of pollution that might contaminate or otherwise degrade the potable water supply.

4.7 A hose shall not be attached to a faucet unless a backflow prevention device is installed.

5.0 Sewage System

5.1 The entire sewage system at camp/accommodation, including the collection infrastructure pipe work and holding tanks, as well as off-site transportation and disposal of effluent, shall comply with the SA EH Code.

5.2 Sewage shall be collected, treated and disposed of in accordance with requirements equivalent to those specified in SA EH Code-S-03 and those outlined in the Saudi Aramco Engineering Standards. Refer to Section 3.0, specifically, SAES-S-010, 020, 030 and 040.

5.3 Where a public sewer system is available, all plumbing fixtures and building sewers shall be connected to it. In no case shall sewage or liquid waste of any type be discharged or otherwise disposed of on the surface of the ground, or into any well, cave, open ditch or reservoir until it has been properly treated and the disposal method has been approved by Manager, EPD.

5.4 Pit latrines, outhouses and other non-water-carried sewage disposal methods are prohibited.

5.5 Where sewage holding tanks/septic tanks have been approved, removal of sewage/wastewater by tanker from the contractor camp/facility shall be transported by approved tankers to and unloaded at a Saudi Aramco approved Sanitary Sewage Treatment Plant (SAASSTP).

5.6 Records of shipment of sewage/wastewater to the above facility and receipts to acknowledge that such sewage shipments have been properly disposed of at SAASSTP, shall be kept by the contractor company for a period of 2 years, and be available for Saudi Aramco representatives to inspect.

5.7 It is mandatory that the contractor company at a CRP, PMCC, MRP or SCC maintains accurate records of sewage/wastewater disposal at all times**.** (Note: It should be noted that sanitary wastewater cannot be hauled off-site where the population exceeds thirty unless a variance of the SA EH Code has been granted by Manager, EPD)

5.8 Wastewater shall only be disposed of at an approved wastewater treatment facility. As a requirement for continuing to provide waste disposal services to Saudi Aramco the disposal contractor shall provide proof of proper disposal by using Waste Manifest Form SA 9564.

5.9 Floor drains and sewer pipes shall be large enough to carry off all wastewater and sanitary sewage. Sufficient clean-out places shall be provided in sewer drainpipes.

6.0 Waste Disposal

6.1 Prior to removal from the premises, garbage and other refuse shall be stored in a way that makes it inaccessible to insects, rodents and other vermin. Outside storage of garbage or refuse in open piles or in any container other than an approved garbage or refuse container is prohibited.

6.2 Approved garbage and refuse containers shall include standard 115 liters (30 gallons) steel garbage cans, modified 210 liters (55 gallons) steel drums, purpose-built luger boxes and compactor systems. All such containers shall be made of durable, nonabsorbent, easily cleanable materials that are impervious to attack by insects, rodents and other vermin. They shall be designed and constructed so that they do not leak. Drain plugs, where required, shall be in place at all times except during cleaning.

6.3 Containers of 210 liters (55 gallons), 115 liters (30 gallons) and smaller shall be lined with heavy duty plastic bags to minimize cleaning requirements and facilitate removal of refuse.

6.4 Refuse shall be disposed of often enough to prevent the development of odors and the attraction of insects and rodents, but not less than twice per week.

6.5 Waste shall be removed to the disposal facility in a purpose built refuse transport vehicle.

6.6 All refuse shall be disposed of in a municipal or approved sanitary landfill. Open dumps and burn-pits are prohibited.

7.0 Lighting Levels

Table 1 below outlines the levels of illumination, whether from natural or artificial sources, that shall be provided. In all cases, light shall be evenly distributed and of sufficient intensity to avoid discoloration,

shadows and strong glare. Also refer to lighting requirements outlined in SAES-P-123, Saudi Aramco Engineering Standards.

8.0 **Security** The camp/accommodation shall be secured 24/7 with a continuous security fence or wall, and access restricted to authorized personnel only via a controlled gate, door or other means. Breaches and holes in the security fence/wall need to be repaired immediately and treated as high priority. Refer to SA EHC-S-07.

9.0 **Sanitary Accommodation**

9.1 For all facilities to be provided and scale of use, refer Tables 2 & 3 below taken from the Saudi Aramco EH Code.

9.2 Toilet and shower rooms shall be conveniently located at a distance of not more than 61 meters (200 feet) from the farthest habitable room or one floor to floor height of stairs and shall be accessible at all times. The location shall be plainly marked by signs in Arabic and English.

9.3 Adequate hand washing facilities shall be conveniently located adjacent to toilet facilities. Note that 60 centimeters (24 inches) of a trough hand washbasin space is considered to be equivalent to one hand washbasin. Also note that laundry tubs and service sinks are not acceptable substitutes for hand washbasins.

9.4 Toilets, hand washbasins and showers shall be separately installed to be individually accessible.

9.5 The number of shower, toilet/urinal and hand washbasin fixtures required per numbers of persons housed in the communal living facility is outlined in Table 2.

9.6 A refuse container lined with a disposable plastic bag shall be provided next to hand washing facility. The refuse container need not be covered.

9.7 Hot water supplied to hand washbasins shall be thermostatically controlled in the delivery system to ensure that the temperature at the point of delivery is 49°C (120°F). Water shall be delivered at a minimum pressure of at least 1.4 kilograms per square centimeter (20 pounds per square inch) with a minimum flow of at least 3.8 liters per minute (1 gallon per minute). Any slow-closing faucet used shall provide a flow of water for at least 30 seconds without the need to reactivate the faucet. Anti-scald valves are recommended to ensure that the temperature does not exceed 49°C (120°F) at the point of mixing.

9.8 Shower floors shall be skid-resistant or be provided with non-slip, impervious mats. Where impervious mats are used, they shall be cleaned and air dried at least once daily and shall not be kept on the shower floor when not in use. Wooden racks (duckboards over shower floors are prohibited).

9.9 Hot water supplied to showers shall be thermostatically controlled in the delivery system to ensure that the temperature at the point of delivery is 49°C (120°F) and the rate of supply is at least 11.4 liters (3 gallons) per minute. Any slow-closing faucet used shall provide a flow of water for at least 30 seconds without the need to reactivate the faucet. Anti-scald valves are to ensure that the temperature does not exceed 49°C (120°F) at the point of mixing.

9.10 The floors of laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities shall have smooth, hard, easily cleanable surfaces that are non - slip, and impervious to water, detergents and disinfectants. Carpeting is prohibited in these areas. These floors shall be sloped to properly trapped floor drains and the junctions between the floors and walls shall be coved and sealed.

9.11 Utility service lines and pipes shall not be unnecessarily exposed on floors. If exposed, they shall be installed in a way that does not obstruct cleaning.

9.12 Walls and ceilings shall be constructed of durable materials and shall have light colored, smooth, easily cleanable surfaces. In addition, the walls in toilet and shower rooms shall be impervious to water, detergents and disinfectants to a minimum height of 1.2 meters (4 feet) in toilet rooms and 1.8 meters (6 feet) in shower rooms. The junctions between the floors and walls in kitchens, laundry rooms, shower rooms, toilet rooms, utility rooms and hand washing facilities shall be coved and sealed.

9.13 The ceilings in hallways, corridors, bathrooms and water closet rooms shall be at least 2.3 meters (7.5 feet) high as measured to the lowest projection from the ceiling.

9.14 The use of rough or unsealed and unfinished building materials, such as brick, concrete blocks and wooden beams, is prohibited in habitable rooms, toilet rooms and shower rooms.

9.15 All openings to the outside shall be provided with solid doors or glazed windows that shall be kept tightly closed when not in use.

9.16 All outer doors and screen doors shall be tight-fitting and self-closing.

9.17 All shower rooms, toilet rooms, laundry rooms and similar areas shall be well ventilated and free of excessive condensation. They shall be suitably cooled or heated. They shall be provided with mechanical ventilation systems capable of providing the equivalent of five air changes per hour.

TABLE 1 - Illumination Levels

	Illumination Levels Required*	
Area to be illuminated	**Lux**	**Foot-candles**
Hand-washing area	200	20
Food Service area	300	30
General work areas	300	30
Kitchen	500	50
Shower/toilet block	100	10
All other indoor areas	75	7.5
Stairway	75	7.5
Sleeping Room	160	15

TABLE 2 - Numbers and Types of Fixtures Required

Number of persons housed in the communal living facility	**Number of showers/baths**	**Number of toilets and urinals***	**Number of hand washbasins**
From 1 to 6	1	1	1
From 7 to 10	2	2	2
From 11 to 20	4	4	4
From 21 to 40	6	6	6

From 41 to 60	8	8	8
From 61 to 80	10	10	10
From 81 to 100	12	12	12
More than 100 additional persons	one per 10 additional persons	one per 10 additional persons	one per 10 additional persons

TABLE 3 - Minimum Space Required for Each Type of Installation

Installation	**Minimum Width**	**Minimum Depth**	**Minimum Space (Per Unit)**
Hand washbasin	60 cm	105 cm	1.1 m^2
Shower cubical	75 cm	75 cm	1.3 m^2
Shower stall	75 cm	75 cm	1.3 m^2
Toilet compartment	80 cm	105 cm	1.5 m^2
Urinal	60 cm	105 cm	1.1 m^2

TABLE 4 - Calculating The Room Space Standard

Floor Area (multiply length X breadth)		
Ft^2	**m^2**	**Max Occupants Allowed In Room**
50	4.6	1
100	9.2	2
150	13.8	3
200	18.4	4

ATTACHMENT C
CONTRACTOR CAMP
AUTHORIZATION FORM

Note: No accommodation is permitted to be occupied until such time as the following requirements are met. The form is initiated by the proponent contract representative and signed off finally by the proponent manager. It is to be used as a tracking form to plan the stages of design, construction and then inspection, before occupancy. The proponent should contact the organizations listed below and ask for their feedback. Keep records of their comments for each respective camp. If the organizations decline to make comments, record this. If the organization does not require to be involved due to the nature of the contract (e.g. no clinic required in contract, state 'NA' for JHAH or if a small scattered camp 'NA' for ID). Where full Saudi Aramco (SA) standards or IBC cannot be met, request the organizations to provide relevant guidance to mitigate risks as much as is practicable.

Approval Stages

1) Identify the SA organizations to be involved. Refer to the Contractor Administrative Requirements (CSAR) chapters 10 and 11 for planning, construction and inspection arrangements by the relevant Saudi Aramco organizations and the proponent.
2) Organize preliminary site visit with feedback from the identified SA organizations on options to mitigate hazards found.
3) Facilitate input and meetings between the organizations to develop formal recommendations measures that are cost effective and feasible to implement. Proponent decides approval of the final recommendations to proceed.
4) Design modifications into formal plans to incorporate recommendations.
5) Review plans by organizations to check if the design measures are correct.
6) Implementation/construction of the design.
7) Organize inspection by organizations to ensure the design plans were executed correctly.
8) Proponent approval based on recommendation implementation being confirmed.

Proponent:

Name Of Contractor:

Office Address:

Mobile No. Saudi Arabia: **Office:** **Home:**

Camp Location (Include GPS):

No. of Occupants (Maximum To Be Allowed):

Note: The maximum occupancy load is not to be exceeded, without authorization by proponent.

I. Review Of Design (Refer CSAR section 10 & 11.0) (Add name of representative and date comments received)

WED/EPD Area Div Supr ---------- Date ----------

FrPD Area Fire Operation Supndt ---------- Date ----------

LPD Area Div Supr ---------- Date ----------

JHAH (as per MMSR Manual) ---------- Date ----------

ID Supr of PIESU ---------- Date ----------

Proponent ---------- Date ----------

II. Pre-Occupancy Inspection (after construction completed, fittings installed)

WED/EPD Area Div Supr ---------- Date ----------

FrPD Area Fire Operation Supndt ---------- Date ----------

LPD Area Div Supr ---------- Date ----------

JHAH (as per MMSR Manual) ---------- Date ----------

ID PQM/Sr. Supr ---------- Date ----------

CS CAT Supr ---------- Date ----------

Proponent ---------- Date ----------

III. **Contractor Staff Training** (SAP Course 40067335)

Contract Project Manager Name ---------- Date Trained ----------

Camp Supervisor Name ---------- Date Trained ----------

Company Safety Officer Name ---------- Date Trained ----------

Fire Warden Training No. Trained: Date ----------

Camp Occupant's Orientation No. Trained: Date ----------

Confirmed By Proponent ---------- Date ----------

IV. Final Authorization To Allow Employees To Occupy Camp Accommodation

Confirmed By Proponent Manager ---------- Date ----------

ATTACHMENT D
SAUDI ARAMCO CONTRACTOR CAMP NOTIFICATION OF INTENTION TO WITHDRAWN CONTRACTOR CAMP AUTHORIZATION (G.I. 298.010)

Inspection Date: Contractor Company:
Proponent: Camp Location:
Inspected By (Organization and Inspector Name/Position):

1.0 Reasons For Intention To Withdraw Contractor Camp Authorization

During the inspection, the following issues were noted which require to be urgently rectified and controlled as there is a serious risk of: *[Amend as required]*

- ❖ Injury to health or loss of life due to fire/electrical hazards
- ❖ Serious risk of food-borne illness due to inadequate food safety management
- ❖ Serious risk of water-borne illness due to inadequate potable water supply/storage/treatment
- ❖ Other . . . . . .

Refer to the full CSCAT/EPD report for the complete list of recommendations.

2.0 Timeline For Action: *[Enter Date]*

The contractor is to resolve the high risk items identified in the report by this date. Failure to resolve the high risk items identified by this timeline will result in CSCAT/EPD recommending to the proponent manager that the camp is closed and all occupants are relocated to another camp that meets G.I. 298.010, the EH Code and other relevant Saudi Aramco standards.

3.0 Contract Schedule D Requirement

"Where SAUDI ARAMCO considers that sanitary, health or environmental conditions on a contractor camp are so extensive or significant as to be deemed to be hazardous to the health of personnel residing there, then the CONTRACTOR, at no cost to SAUDI ARAMCO, shall take all necessary action, as soon as is reasonably practicable to relocate personnel to suitable and compliant alternate accommodations. Re-occupation of the camp will not be allowed until such time as the specified conditions have been rectified to the satisfaction of SAUDI ARAMCO. Closure of the said camp or accommodation or re-location of workers residing there shall be within 30 days of the CONTRACTOR being so notified by the Company Representative".

Signed: Name, Position & Organization: Date:

Contact Details:

ATTACHMENT E
CONTRACTOR RESIDENTIAL PARK LOT REQUEST FORM

I. General Information:

1. Name of Saudi Aramco Department / Contract Proponent: _____ Tel No: _____
2. Name of Contractor: _____
   Office Address: _____
   Saudi Mobile Number _____ Office: _____ Home: _____
3. Contractor Representative Name: _____
   Mobile: _____ E-mail: _____
4. Camp/Office Supervisor Name: _____ Telephone: _____
5. Usage: Camp: _____ Office: _____
6. Saudi Aramco Contract Details: Contract No. _____ Work/Job Order No. _____
7. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
8. Contract Duration: From: _____ To: _____
9. LUP Approval Number:

II. UTM Coordinates

1. N _____ 2.N _____ 3.N _____ 4. N _____
1. E _____ 2.E _____ 3.E _____ 4. E _____
1. CRP Name: _____
2. Attached lot/site drawing, sketch or aerial photo No. _____ Date: _____
3. Total area of the assigned lot in square meters:

III. Facilities (Attach extra sheets, design drawings, site plan, and specifications as necessary – see Instructions)+

1. Number of Residential Portables: Max: _____ Min: _____
2. Number of Office Portables: _____
3. Number of Occupants: Max: _____ Min: _____
4. Water Supply: _____
5. Electrical Supply: _____
6. Sewage & Trash Disposal System: _____
7. Communications: _____
8. Fire Protection Equipment: _____
9. Food Services Facilities _____
10. Type of Residential Facilities _____
11. Other Facilities (Specify) _____

IV. Reviewed by:

Manager, Proponent Department _____
Superintendent, Area Loss Prevention _____
Area FrPD Operation Superintendent _____
General Supervisor, WED / EPD _____

Note: Proponent department shall send a clear and legible copy to each signatory.

Approved by:

Contractor Residential Park Administrator, Community Services

ATTACHMENT F
CONTRACTOR RESIDENTIAL PARK
ACCOMMODATION REQUEST FORM

I. General Information:

1. Name of Saudi Aramco Dept. / Contract Proponent: _____
   Tel No: _____
   Name of Contractor: _____
   Office Address: _____
   Mobile Number Saudi Arabia _____ Office: _____ Home: _____
2. Contractor Representative Name: _____
   Mobile: Email: _____ _____
3. Saudi Aramco Contract Details: Contract No. _____ Work/Job Order# _____
4. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
5. Contract Duration: From: _____ To: _____

II. Location

1. CRP Name: _____

III. Required Accommodation

Number of Laborers _____

Number of Juniors _____

Number of Seniors _____

Other Facilities (Specify) _____

Special Requests _____

Requested by:

_____
Manager, Proponent Department

Approved by:

_____
Contractor Residential Park Administrator, Community Services

ATTACHMENT G
LETTER OF UNDERSTANDING FOR
CONTRACTOR RESIDENTIAL PARKS LOTS
SAUDI ARAMCO

LOT # _____
PARK _____
CONTRACT # _____

USE OF SAUDI ARAMCO CONCESSION LAND

CONTRACTOR: _____
ADDRESS: _____
_____
CONTRACTOR #: _____
TELEPHONE: _____
FAX: _____
EMAIL: _____

Dear Sir:

This is to confirm and evidence our mutual understanding concerning the basis upon which the Saudi Arabian Oil Company ("Saudi Aramco") shall make available to your Company certain parcels of real property ("Land") as hereinafter described, for the purpose of developing short term accommodations and related facilities for your employees engaged in work for Saudi Aramco in Saudi Arabia.
"Accommodations" shall include, but not be limited to the following:

a) Portable housing including all required living facilities. (e.g. storage, mechanical, security, shower/toilet/hammam and recreation buildings; kitchen/dining/mess halls; medical/clinics, toilet, bathrooms, recreation, parking, etc.) Housing and facilities are for employees only and not for commercial use, (unless approved by Saudi Aramco Community Services Administration)
b) Guard houses.

"Related facilities" shall include, but not be limited to the following:

a) Satellite television, etc., (for employees not for commercial use).
b) Small grocery store, (for employees not for commercial use). The grocery store shall be constructed inside the contractor fence.

The temporary use of this Land is given as an accommodation to your Company and is intended exclusively for the use and benefit to your Company's employees who are authorized access to the Land. Access to each facility shall be granted only to authorized employees from within the perimeter of the Land.

Saudi Aramco hereby authorizes your Company to use the site as described in the Letter of Understanding Attachment G and subject to the following terms and conditions:

1. Your Company may construct and erect only temporary, i.e. removable, works, installations and structures on the Land made available by Saudi Aramco hereunder. All costs for anything stored, installed, erected or placed on the Land by you shall be for your account.

2. Your use and occupancy of the Land hereunder shall be exclusively for the purpose of facilitating your performance with your Contract No. with Saudi Aramco as that contract may be amended, and shall be limited to the period during which you are actively performing services under said contract.

3. Although Saudi Aramco anticipates that you shall continue to occupy and use the Land described hereunder for the period during which you are actively performing services under your contract, mentioned above, this authorization may at any time be revoked by Saudi Aramco upon 60 days' written notice to you.

4. Any unauthorized and/or improper use of the Land shall result in the immediate termination of this authorization, at the sole discretion of Saudi Aramco.

5. Promptly upon termination of this authorization, whether under numbered paragraph 2 or numbered paragraph 3 above, you shall forthwith detach, disassemble and remove from the Land all materials, supplies, structures, works and equipment, which you have constructed, erected or caused to be present on said Land. In addition, and likewise at your own expense, you shall promptly restore the Land to the condition in which you found it (including removal of all debris) prior to making use of it hereunder.

6. Your company shall pay, defend and hold Saudi Aramco harmless from all taxes, dues, fees, and assessments of every kind and nature upon the improvements situated on the Land, upon your Company's use and occupancy of the Land, or its operations and activities in connection therewith or arising out of or because of the authorization hereby granted.

7. Your company shall be responsible for and shall indemnify and hold Saudi Aramco harmless from and against all claims, demands, causes of action or judgments for damages for injuries or death of persons or damage to property arising out of or in connection with or resulting from your use of the Land and this authorization. Your use of the Land shall be subject to and consistent with the safety and environmental health standards as determined by the appropriate Saudi Aramco departments for your facilities.

8. Neither this expression of understanding nor any right, privilege or obligation arising under it may be assigned, transferred or sublet, either in whole or in part, by your company without the prior written consent of Saudi Aramco.

9. There are supplemental items that the contractor is responsible for completing and complying with. See Attachments E, F, G & H.

10. Saudi Aramco representatives, after giving prior notice, shall be permitted access to the site in order to inspect and verify that Saudi Aramco promulgated approval standards for health, environment, fire prevention and safety are being maintained.

11. Saudi Aramco Community Services approved Emergency Response/Notification Plan for CRPs.

Your Company agrees that in the event that your Company fails to comply with these terms and conditions, your company shall forfeit its privilege to bid on other Saudi Aramco contracts and Saudi Aramco will have the right to withhold the final payment payable to your Company under Contract No. _____as may be amended and recover all costs Saudi Aramco may incur in enforcing this agreement at your Company's expense. If final payment has already been made under the only contract held by your company, your company agrees that an amount equal to the final payment plus all costs incurred by Saudi Aramco in enforcing this agreement will become payable to Saudi Aramco, and that Saudi Aramco may recover said sum by deducting said sum from contracts between Saudi Aramco and your Company. In case that all efforts have failed in evicting your company from the Land assigned to you, Saudi Aramco shall involve the concerned Government authorities to take the necessary action.

The terms and conditions of this letter constitute the entire understanding with respect to the subject. It shall not be amended except in writing signed by both Saudi Aramco and your Company.

If the foregoing is agreeable to you, kindly indicate your acceptance by signing this letter in Arabic and/or English in the space provided.

SAUDI ARABIAN OIL COMPANY

By: _____
Contractor Residential Park Administrator,
Community Services

AGREED AND ACCEPTED:

_____
(Contractor Representative)

Date: _____

cc: Manager, Contracting Department

الملحق 4

كتاب تفاهم خاص بقطع الأراضي في المناطق التابعة للمقاولين

شركة الزيت العربية السعودية

رقم القطعة: _____

المنطقة: _____

رقم العقد: _____

استخدام أرض من مخصصات أرامكو السعودية

المقاول: _____

العنوان: _____

رقم العقد: _____

رقم الهاتف: _____

رقم الفاكس: _____

البريد الإلكتروني: _____

DOUGLAS.GEORGE

السلام عليكم ورحمة الله وبركاته،

نؤكد ونثبت بهذا فهمنا لأساس توفير شركة الزيت العربية السعودية ("أرامكو السعودية") قطعًا عقارية ("أرض") معينة سيتم وصفها فيما يلي لشركتكم بغرض تأسيس أماكن سكن مؤقتة والمرافق المتصلة بها لموظفيكم الذين يؤدون أعمالاً لأرامكو السعودية في المملكة العربية السعودية.

وتشمل "أماكن السكن المؤقتة" على سبيل المثال لا الحصر ما يلي:

أ) مساكن منتظمة بما في ذلك جميع مرافق المعيشة المطلوبة (مثل المطابخ والمراحيض والحمامات وأماكن الترفيه ومواقف السيارات وغيرها). وتكون المساكن والمرافق لاستخدام الموظفين دون غيرهم ولا تخصص للاستخدام التجاري، (ما لم توافق على ذلك إدارة خدمات أحياء السكن التابعة لأرامكو السعودية)؛

ب) المتاجر وخدمات التصنيع وساحات التخزين؛

ج) مكاتب الحراسة.

وتشمل "المرافق ذات الصلة" على سبيل المثال لا الحصر ما يلي:

أ) التلفزيون الموصل بمحطات الأقمار الاصطناعية وغيره (لاستخدام الموظفين وليس للاستخدام التجاري)؛

ب) مخزن تموين صغير (لاستخدام الموظفين وليس للاستخدام التجاري). ويجب تأسيس هذا المخزن داخل سياج الأرض المخصصة للمقاول.

تم منح الحق في الاستخدام المؤقت لهذه الأرض لأغراض السكن الخاصة بشركتكم وهو حق يجب استخدامه فقط لمصلحة موظفي الشركة الذين يسمح لهم بالدخول إلى منطقة السكن التابعة لكم. ويجب منح حق الدخول إلى كل مرفق فقط للموظفين المصرح لهم الموجودين داخل السياج الخاص بتلك الأرض.

وتصرح أرامكو السعودية بهذا لشركتكم باستخدام الموقع الموصوف في التعليمات المرفقة رقم 2,718 (حسبما ينطبق في كل حالة*) من دليل التعليمات العامة ومرفقاته والتمتع بذلك الحق في أداء الأعمال ذات الصلة بأرامكو السعودية مع مراعاة الأحكام والشروط التالية:

1- يجوز لشركتكم أن تنشئ وتقيم فقط أعمالاً وتركيبات وإنشاءات مؤقتة، أي يمكن إزالتها، على الأرض التي توفرها أرامكو السعودية بموجب هذا الكتاب. وتقيد جميع التكاليف المرتبطة بكل ما تخزنوه أو تركبوه أو تقيموه أو تضعوه على الأرض على حسابكم؛

2- يكون استخدامكم وشغلكم للأرض بموجب هذا الكتاب حصريًا بغرض تيسير تنفيذكم لأعمال عقدكم رقم _____ المبرم مع أرامكو السعودية حسبما يتم تعديله ويكون محددًا بالفترة التي تنفذون خلالها فعلاً أية خدمات بموجب ذلك العقد؛

3- على الرغم من أن أرامكو السعودية تتوقع استمراركم في شغل واستخدام الأرض الموصوفة في هذا الكتاب للفترة التي تنفذون خلالها فعلاً الخدمات المنصوص عليها في عقدكم حسبما هو مذكور أعلاه فإنه يجوز لأرامكو السعودية أن تقوم في أي وقت بإلغاء هذا التصريح بموجب إشعار خطي تقدمه إليكم مدته ستون يومًا؛

4- يجوز لأرامكو السعودية باختيارها وحدها أن تنهي هذا التصريح على الفور في حال حدوث أي استخدام غير مصرح به و/ أو غير صحيح للأرض؛

5- يجب عليكم أن تقوموا فورًا حال إنهاء هذا التصريح بموجب الفقرة 2 أو 3 أعلاه بفصل وتفكيك وإزالة جميع المواد واللوازم والهياكل والأعمال والمعدات التي تكونون قد أنشأتموها أو أقمتموها أو تسببتم في وجودها على الأرض المذكورة على حسابكم الخاص. إضافة إلى ما سبق، يجب عليكم أن تقوموا على الفور وعلى حسابكم الخاص كذلك بإعادة الأرض إلى الحالة التي كانت عليها عند الاستلام وقبل استخدامكم لها (بما في ذلك إزالة جميع المخلفات)؛

6- يجب على شركتكم أن تدفع لأرامكو السعودية جميع الضرائب والمستحقات والرسوم والتقديرات مهما كان نوعها أو طبيعتها التي تفرض بسبب التحسينات التي تتم على الأرض أو على استخدام شركتكم للأرض وشغلها لها أو الأعمال والنشاطات المتصلة بها أو الناشئة عن هذا التصريح أو بسببه وأن تحمي أرامكو السعودية مما سبق وتضمن خلاصها منه؛

7- تكون شركتكم مسؤولة عن جميع المطالبات والطلبات وأسباب الدعاوى أو الأحكام المتصلة بالتعويضات عن إصابة الأشخاص أو وفاتهم أو تلف الممتلكات مما ينشأ عن استخدام الأرض أو هذا التصريح أو يتصل به أو ينتج عنه وأن تعوض أرامكو السعودية عما سبق وتضمن خلاصها منه ويكون استخدامكم للأرض خاضعًا لمعايير السلامة والصحة البيئية حسبما تحددها الإدارات المختصة التابعة لأرامكو السعودية لمرافق شركتكم ومتوافقًا معها؛

8- لا يجوز لشركتكم التنازل عن كتاب التفاهم هذا أو عن أي حق أو امتياز أو التزام ينشأ عنه أو تحويله أو تأجيره من الباطن كليًا أو جزئيًا دون الحصول على موافقة خطية مسبقة من أرامكو السعودية؛

9- انظر إلى الملحقات "هـ"، "و"، "ز"، "ح".

10- يسمح لممثلي أرامكو السعودية الذين يقدمون إشعارًا مسبقًا بالدخول إلى الموقع لتفتيشه والتحقق من تطبيق معايير الصحة والبيئة والوقاية من الحرائق والسلامة الصادرة عن أرامكو السعودية والتي تمت الموافقة على أساسها؛

توافق شركتكم على أنه في حال تقصيرها في التقيد بهذه الأحكام والشروط فإنها ستتنازل عن حقها في تقديم عطاءات لعقود أرامكو السعودية الأخرى وسيكون لأرامكو السعودية الحق في حجز الدفعة النهائية المستحقة لشركتكم بموجب العقد رقم _____ حسبما يكون قد تم تعديله واستعادة جميع التكاليف التي تكون أرامكو السعودية قد تكبدتها في سبيل تنفيذ أحكام هذه الاتفاقية وذلك على حساب شركتكم. وإذا كانت شركتكم قد استلمت الدفعة الأخيرة المستحقة لها بموجب العقد الوحيد المتبقي لشركتكم مع أرامكو السعودية فإن شركتكم توافق على أن تدفع لأرامكو السعودية مبلغًا مساويًا للدفعة النهائية زائدًا جميع التكاليف التي تتكبدها أرامكو السعودية في سبيل تنفيذ أحكام هذه الاتفاقية وعلى أن أرامكو السعودية يمكنها الحصول على المبلغ المذكور من خلال خصمه من أثمان العقود المبرمة بين أرامكو السعودية وشركتكم. وفي حال باءت بالفشل جميع جهود إخراج شركتكم من الأرض المخصصة لكم فيجوز لأرامكو السعودية أن تطلب من الجهات الحكومية المختصة اتخاذ الإجراءات اللازمة لتحقيق ذلك.

تمثل الأحكام والشروط الواردة في هذا الكتاب كامل ما تم التفاهم عليه بيننا فيما يتعلق بموضوعه ولا يجوز تعديلها إلا بكتاب خطي توقع عليه أرامكو السعودية وشركتكم.

إذا وافقتم على ما هو مذكور أعلاه فيرجى التوقيع بالقبول باللغة العربية و/ أو الإنكليزية في المكان المخصص لذلك.

وتفضلوا بقبول تحياتنا،

شركة الزيت العربية السعودية

عنها: _____

إدارة مناطق المقاولين، خدمات أحياء السكن

نقبل بما تقدم ونوافق عليه

_____

(ممثل المقاول)

التاريخ: _____

نسخة إلى:
مدير عقد المقاولات

ATTACHMENT H
CONTRACTOR DEPARTURE CLEARANCE FORM

I. General Information:

1. Name of Saudi Aramco Dept. / Contract Proponent: _____ Tel No: _____
2. Name of Contractor: _____
   Office Address: _____
   Mobile Number Saudi Arabia _____ Office: _____ Home: _____
3. Contractor Representative Name: _____
   Mobile: Email: _____
4. Saudi Aramco Contract Details: Contract No. _____ Work/Job Order# _____
5. Type of Contract ☐ SFC ☐ MFC ☐ LFC ☐ Others
6. Contract Duration: From: _____ To: _____

II. Location

CRP Name: _____

III. This is to verify that the above contractor has detached, disassembled and removed from the Land all materials, supplies, structures, works and equipment, which the contractor constructed, erected or caused to be present on said Land, and restored the Land to the condition he found it, which includes removal of all debris.

Requested by:

_____
Manager, Proponent Department

Approved by:

_____
Contractor Residential Park Administrator, Community Services

Attachment I
Saudi Aramco Inspector Contractor Camp Inspection Form

Note: CS has designed a software version of this form. When the information is entered (as Yes/No or Not Applicable), it generates a corrective action report. It is available on request from CS CAT.

Saudi Aramco Contract Proponent Organization/Dept:		
Representative Name:	**Address:**	**Business Email:**
Business Phone:	**Business Mobile:**	**Fax:**

Contractor Company Name:		
Camp Location:	**GPS (If Known):**	
Project Manager Name:	**Address:**	**Business Email:**
Business Phone:	**Business Mobile:**	**Fax:**
Number of Occupants Accommodated In Camp:		
Date of Inspection:	**Inspected By:**	

RISK RATINGS

High Risk (H)

Requires immediate rectification. (Take action within 24 hours). Has a significant and immediate potential to cause serious injury/chronic medical condition and/or fatality.

Medium Risk (M)

Requires prompt attention. Plan to rectify as soon as possible as has a potential to cause serious injury/chronic medical condition and/or possible fatality.

Low Risk (L)

Requires attention and/or planning for rectification as soon as practicable. Has a potential to cause injury/medical condition in the longer term.

	REQUIREMENTS (Note: SA Environmental Health Code SAEHC)	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
A. Camp Management & Records			
1.	a. Weekly inspections conducted using the G.I. Inspection Checklist at Attachment J. b. Records retained on site of corrective actions. c. Submits camp inspection report monthly to SA (by 1st day of each month). Refer to Attachment J.	H	**Timeline:** Action Planned or Taken: **(To be completed by contractor)** a. b. c. OPEN/CLOSED **(To be completed by Saudi Aramco)**

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
2.	Company Project Manager, Safety Officer and Camp Supervisor have attended the Saudi Aramco approved Camp Inspector Course.	H	Timeline: Names & Dates Attended: Action Planned or Taken: OPEN/CLOSED
3.	a. The Company Safety Manual has a section on Camp Management & Construction, based on Attachments A & B, clearly stating responsibilities. Copy kept on site for reference. b. Staff and occupants are aware of reporting procedures for fires and injuries at the camp.	M	Timeline: Action Planned or Taken: a. b. OPEN/CLOSED
4.	a. Updated register of names of all camp occupants kept on site. b. Fire Wardens can access it during an emergency 24/7.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
5.	a. Prominently displayed copy of the contractor park plan/map within the Contractor Camp Supervisor's office and the Main Gate/Security Office. b. Fire Wardens can access it during an emergency 24/7.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
6.	a. Emergency evacuation plan/map prepared and copies posted for occupants to read in various parts of the camp. b. Large notice-boards in central camp locations, to include emergency, fire and first aid notices.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
7.	a. Occupants trained in emergency evacuation arrangements and familiar with the evacuation plan. b. Records kept of training.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
8.	a. Fire evacuation drills conducted every 3 months. b. Written fire drill evaluations, with lessons learnt.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
9.	Conduct safety orientation for new arrivals at the camp. (Show fire-fighting equipment, escape routes, assembly areas, etc. on site). Records kept.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
10.	All camp occupants trained in fire prevention, incident response and evacuation arrangements. Records kept.	M	Timeline: **State percentage of occupants trained:** Action Planned or Taken: OPEN/CLOSED
11.	a. Written policy provided on fire prevention. (To include: Daily and recorded inspections by Fire Wardens, cooking in rooms is banned, unapproved electrical appliances and extension cables are banned, smoking is only allowed in external designated areas, provided with sand filled receptacles). b. Evidence that fire safety and prevention is actively promoted in the camp.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
12.	a. Inspections of all fire detection, alarms and fire-fighting/protection equipment as per NFPA 13, NFPA 72, NFPA 25, NFPA 17A, NFPA 10 and SAES-U-101 as applicable. b. Records kept of all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
13.	a. Entire electrical installation at the camp accommodation meets NEC [National Electrical Code - USA] and is tested annually (by a qualified and experienced electrical engineer). b. Records kept of all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
14.	a. Schedule kept of preventative maintenance (PM) checks and servicing of electrical appliances/equipment (heating, cooking, food preparation, washing, drying and cleaning appliances, etc.) by a qualified and experienced maintenance technician. b. Records kept and all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
15.	a. Scheduled preventative maintenance (PM) checks and servicing of LPG (butane and propane) equipment (heating, cooking, etc.) by qualified and experienced LPG technician. b. Records kept of schedule and all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
16.	a. Scheduled PM of every HVAC unit by a qualified and experienced technician, every 6 months or as instructed by the manufacturer, whichever is the sooner. b. HVAC filters changed/cleaned as per manufacturer's guidance. c. Records kept of schedule and all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
17.	a. Prepared and complete written Cleaning Schedules in place. b. Schedules shall identify areas to be cleaned, persons responsible and frequency of cleaning.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
18.	a. Company employs a qualified/trained pest control company and implements an integrated approach to pest management (this emphasizes exclusion, pest proofing, elimination of breeding sites and harborage, surveillance & trapping). b. Alternatively, where the camp has their own pest control operator appointed, he is trained, competent and has adequate pest control equipment and approved pesticides. b. Records kept of pests reported by occupants, pest control surveys and action taken.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
B. Fire Safety			
19.	a. An appropriate number of trained Fire Wardens is appointed for the camp, with back-ups. The number of Fire Wardens will be based on each Fire		Timeline: Number of Fire Wardens Appointed:

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
	Warden being given an allocated area of buildings to check within 5 minutes of the alarm being sounded, each with a back-up Fire Warden. All Fire Wardens are adequately trained. b. On site records are kept to show that Fire Wardens conduct daily checks (fire prevention) of their respective designated areas.	H	Number of Fire Wardens Trained: Action Planned or Taken: OPEN/CLOSED
20.	Where required by contract or determined by proponent, FrPD or LPD , a trained fire-fighting team is provided, with appropriate manpower that is adequately trained and certified, suitable vehicles and fire-fighting equipment, where directed by Saudi Aramco. (Refer to Attachment A, Tables 1 & 2)	H	Timeline: Action Planned or Taken: OPEN/CLOSED
21.	a. Gate access is a minimum of 5m (16.4ft) wide and has adequate headroom to allow access of fire trucks. Provide a minimum clearance of 5.5m (18.1 ft) for all fire access roads. b. Primary and secondary roads have an inner turning radii of 12.2m (40ft), although fire access roads and access ways with a minimum of 6.1m (20 ft) shall be permitted to have inner turn radii of 9.1m (30 ft).	H	Timeline: Action Planned or Taken: OPEN/CLOSED
22.	A4-size Fire Warning Notices posted prominently with names of Fire Wardens, emergency phone numbers and written instructions in case of fire. Include directions to evacuate the building, assembly areas, how to raise the alarm and contact details for Civil Defense/Fire Protection Dept.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
23.	Camp buildings are constructed of non-combustible materials to prevent rapid fire growth. Combustible materials, such as plywood used for internal/external cladding, will result in rapid fire growth and greatly decrease the available time needed for occupants to safely egress in a serious fire. (Refer SMG: Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings)	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
24.	Camp buildings are spaced wide apart to prevent fire spread from building to building. Every portable accommodation unit must, where practicable, be separated at a distance of not less than 6.1 meters from any other structure. (Refer SMG: Application of Saudi Aramco Building Code to Contractor Camp and Project Support Buildings)	M	Timeline: Action Planned or Taken: OPEN/CLOSED
25.	a. Exit doors and fire escapes are never locked or blocked. b. Evacuation corridors and escape routes are kept clear at all times so as not to obstruct evacuation. c. There are no padlocks on exterior exit doors, which can block critical exit routes.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
26.	a. Exterior exit doors from public buildings meet the IBC (International Building Code). Where required by IBC, ensure full width panic bars, UL listed, are fitted. b. Where buildings are 2 storeys or above, there is secondary means of escape that meets the requirements of the IBC.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
27.	a. An effective and operable fire alarm/warning system installed throughout the camp. b. Verified that the alarm is heard in areas of the camp furthest from the siren.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
28.	a. Fire alarm system checked and tested on a monthly basis and maintained adequately. b. Records kept of testing and maintenance schedule and all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
29.	a. UL 217 listed smoke alarms or UL 268 listed smoke detectors provided in sleeping areas to comply with NFPA 72 and IBC, Section 907. Alarms have building power and backup power batteries, which are replaced every 12-months or sooner if beeping. b. Camp Supervisor keeps a supply of spare batteries. c. Smoke detectors are capable of proving audible fire warning to all camp residents, with initiation points easily accessible 24/7. d. Records kept of false alarms and corrective action is taken to avoid false activations. e. Heat sensors are fitted in all kitchens/cooking areas. f. Smoke alarms, detectors and heat sensors are kept clean and free of dust. g. Smoke alarms, detectors and heat sensors are tested on a monthly basis and are being maintained adequately. h. Records kept of inspections and PM and all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
30.	A code compliant (NFPA 17A compliant, UL 300 listed), wet chemical fire suppression system is installed at all applicable commercial cooking equipment in dining halls and snack bars. Ensure thereafter that maintained and inspected periodically and records are kept.	H	
31.	a. Emergency and exit lighting provided in all corridors, public areas, at fire exit doors and the main path way. b. Emergency and exit lighting is fully operational and tested monthly. c. Records kept of inspections and tests and all actionable items are corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
32.	a. An adequate number of fire extinguishers provided, wall mounted at the appropriate height [mixture of ABC dry chemical + water]. Mounted so that extinguisher handle is minimum 1.1 m to 1.5 m high. b. Fire extinguishers are inspected monthly, with date recorded on label.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	c. Records kept of schedule and all actionable items are corrected.		
	REQUIREMENTS	**RISK** **H: High** **M: Medium** **L: Low**	**CORRECTIVE ACTION TAKEN OR PLANNED**
33.	a. Where required by IBC (International Building Code), hydrants, fire water storage tanks, fire pumps, fire hose reels, cabinets, stations and standpipes, fire sprinkler systems, wet chemical fire suppressions systems, are properly installed, inspected visually and tested every month in accordance with NFPA 25/NFPA 17A, SAES-U-101 and G.I. 1781 (as applicable). b. Inspection dates are recorded on labels attached. Records kept of schedules and all actionable items corrected. c. Supply separate dedicated fire water storage tanks, with associated fire pumps, to be provided in accordance with SAES-M-100 requirements.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
34.	a. Logbook maintained and kept near the control panel for each fire alarm or fixed fire protection system. b. Documented testing, inspection, maintenance, and activation of the fire alarm or fixed fire protection system.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
35.	"As-built" drawings, specifications, and technical manuals provided of all fire alarms and fixed/portable fire protection systems on site and they are updated.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
36.	a. Camp housekeeping is satisfactory to control all fire hazards. b. No flammable materials are to be stored beneath staircases. c. All flammable and combustible liquids shall have Safety Data Sheets (SDS) provided and followed.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
37.	Flammable storage areas are securely locked (or fenced), posted with a warning sign ‘Danger: Flammable Area’ and located at least 15 m (50 feet) away from the nearest building or storage area for combustibles.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
C. LPG Cylinder Safety			
38.	a. Where LPG is used, suitable natural ventilation is provided in walls to provide a cross-flow of air to dilute any build-up of escaped gas. b. A continuously (24-hr) operating ceiling mounted extractor unit is provided, correctly located. c. There is an openable window.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
39.	LPG cylinders are stored outside buildings under sunshades and they are never stored inside any building. (Where possible, cylinders should be stored 15 m (50 feet) away from the nearest building or storage area for combustibles).	H	**Note:** Any cylinder found inside a building must be removed within **24 hours.** Timeline: Action Planned or Taken: OPEN/CLOSED
40.	LPG cylinders are stored free from corrosion, are not exposed to moisture and are kept away from wet areas.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
41.	a. All LPG piping is either rigid metal or armored flexible tubing or proprietary steel-braided synthetic-rubber LPG hoses (preferred type) with threaded couplings. Natural rubber hoses (often pink or light brown color) must not be used. b. Approved connections provided for cylinders and LPG appliances. (Screw type jubilee clips or twisted wire must not be used).	H	Timeline: Action Planned or Taken: OPEN/CLOSED
42.	LPG cylinder valves and coupling threads are in good condition. [If the cylinder valve is broken or the coupling threads are damaged, the cylinder must be removed from service and replaced].	H	Timeline: Action Planned or Taken: OPEN/CLOSED
43.	LPG regulators are in good condition and damaged units are removed from service and replaced. Regulators are to be renewed every 4 years.	M	Timeline: Action Planned or Taken:

			OPEN/CLOSED
	REQUIREMENTS	**RISK** **H: High** **M: Medium** **L: Low**	**CORRECTIVE ACTION TAKEN OR PLANNED**
44.	a. Written LPG Leak Response Procedure is posted for dealing with leaks (post copies in the kitchen and at the LPG store). b. Written LPG procedures for installing and replacing cylinders are posted in the LPG storage area.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
45.	The use and storage of oxy acetylene welding equipment meets the requirements specified in the Saudi Aramco Safety Handbook (cutting, welding and brazing chapter).	M	Timeline: Action Planned or Taken: OPEN/CLOSED
46.	a. Staff trained in LPG leak and installation/replacement procedures. b. Where there is self-catering, there is a trained person appointed to replace the cylinders and untrained occupants do not handle cylinders. c. In both cases, employees are appointed at the end of the shift to switch the main valve off at the gas cylinder.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
D. Bedrooms/Dormitories			
47.	a. Visual checks conducted on all electrical appliances in bedrooms to check for approved/listed markings and to check for any physical damage; damage to cables; fitted with correct plug and no overloading). b. Extension cables and transformers are banned and not used in the dormitory rooms. c. Records are kept of corrective action.	H	**Note:** Any unapproved appliances are to be immediately confiscated or removed from the camp. Timeline: Action Planned or Taken: OPEN/CLOSED
48.	Only listed/approved electrical appliances, extension cords/multi outlet strips, and adapters are used and are in good condition. Refer Attachment A, Table 3 for the listed/approved appliances that are acceptable to Saudi Aramco.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
49.	a. All occupants are provided with an adequate number of electrical wall sockets, to prevent overloading. (Each occupant is recommended to have a double 3 pin 220 V wall socket to prevent overloading). b. AC 220 v sockets are not used for extension cables and are sealed off to prevent unauthorized use by occupants.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
50.	Sleeping quarters (dormitories) provided with allocated floor space at a rate of not less than 4.6 m^2 (50 ft^2) but preferably 6.5m^2 (70 ft^2) for each resident. [Note: To **c**alculate the floor space and to prevent overcrowding, refer to Attachment B, Table 4].	M	Timeline: Action Planned or Taken: OPEN/CLOSED
51.	a. Occupants do not cook in bedrooms or store items such as oil, food, utensils, etc. b. Foods (snacks, etc.) are stored in sealed containers or original packaging to prevent cockroach infestations.	H	**Note:** Cooking appliances are to be immediately confiscated or destroyed Timeline: Action Planned or Taken: OPEN/CLOSED
52.	Bedrooms are kept clean, tidy and pest free. The Cleaning Schedule covers arrangements for dormitory cleaning.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
53.	a. A bed, mattress and suitable bed linen are provided to residents. b. Adequate washing arrangements are in place for bed linen and blankets. Note: It is recommended that mattresses, duvets and soft furnishings provided shall be of flame retardant material.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
54.	A table, chair and a reading lamp are provided in each dormitory.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
55.	A lockable cabinet or wardrobe are provided for each occupant in dormitory rooms to store personal items.	L	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
56.	Self-closing screen doors are installed at dormitory rooms, toilets/bathrooms, kitchens and laundry rooms that lead to the outside to prevent pest entry.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
E. Sanitary Accommodation (Reference: SA Environmental Health Code SAEHC-S-07)			
57.	Appropriate sanitary facilities/appliances are provided as per SA EH Code. (Refer to Attachment B, Tables 2 & 3)	L	Timeline: Action Planned or Taken: OPEN/CLOSED
58.	Suitable cleaning equipment and supplies are provided for toilet/bathrooms.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
59.	Suitable lockable storage space is provided for cleaning equipment.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
60.	Written Cleaning Schedules are implemented throughout the camp. Schedules state areas, fixtures and equipment to be cleaned, frequency of cleaning and are signed by the janitors and verified and signed by the Camp Supervisor.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
61.	Walls are impervious to a minimum height of 1.8m in shower stalls and 1.2m elsewhere.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
62.	All bathrooms, toilets, laundry rooms and similar areas are well ventilated and free of excessive condensation. They are suitably cooled or heated and provided with mechanical ventilation systems or mechanical exhaust fans.	L	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
63.	All bathrooms, toilets, laundry rooms and similar areas are adequately illuminated. (Refer to Attachment B, Table 1 as between 100-200 lux).	L	Timeline: Action Planned or Taken: OPEN/CLOSED
64.	All floors are non-absorbent, are in good repair and are easy to clean.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
F. Facilities General			
65.	Camp buildings are in good condition. (Where deficiencies are noted, provide a separate list of the deficiencies and corrective action to take)	M	Timeline: Action Planned or Taken: OPEN/CLOSED
66.	The camp is not utilized for industrial purposes such as a lay down yard or storage facility for construction materials or flammable materials/fuels, or for parking industrial vehicles and plant equipment.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
67.	The electrical supply network and infrastructure has adequate capacity to safely meet the lighting, power and cooling load, including all reasonable communal living in the camp facilities, and services within it.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
68.	Air conditioning is provided and is fully functional in all accommodation, recreation areas, service facilities and public rooms.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
69.	The HVAC (heating, ventilation and air-conditioning) equipment is cleaned, checked and maintained in good condition, on site records are kept and all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
70.	HVAC units are properly physically supported and installed.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
71.	Electrical panel boards are checked and in good condition, all electrical circuits are labeled, diagrammed and posted at power panels.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
72.	All energized electrical equipment is labeled and hazard signs posted.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
73.	All standby electrical generators, where installed, are in good condition, checked and maintained, on site records are kept and all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
74.	a. All electrical appliances are rated for the camp's supply voltage without the use of portable transformers/regulators. b. Appropriate 3 pin plugs are fitted to appliances so that electrical adaptors are not required.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
75.	All electrical outlet receptacles are in good condition and not overloaded.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
76.	Camp is located on a well drained site, free from periodic flooding and not adjacent to marshes, stockyards, industrial sites, pipelines or any other safety and/or health hazard.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
77.	All floors, walls and ceilings in toilets, kitchens, dining rooms and laundry rooms are of materials that are smooth, impervious and easily cleanable.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
78.	All floors in toilet rooms, kitchens and laundry rooms slope to trapped floor drains and are coved at wall/floor junctions.	L	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
79.	All walls in kitchens and dining rooms are of materials that are continuous, smooth, impervious and easily cleanable and free from cracks, crevices and open joints.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
80.	All ceilings in toilet rooms, kitchens, laundry rooms and dormitories are continuous and studs, joists, rafters are not exposed.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
81.	Utility lines are not exposed on floors of toilet rooms, kitchens, dining and laundry rooms.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
82.	All buildings are kept free from insects and rodents through proofing measures such as outer screen doors, screen windows, metal plating on the lower edges of doors, etc.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
83.	All working areas are kept clean, tidy and free of tripping hazards.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
84.	All stairways have handrails on both sides, have a platform if it starts at an exit door and are properly illuminated.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
85.	Where provided, swimming pools meets requirements equivalent to those outlined in SAEHC-S-13	M	Timeline: Action Planned or Taken: OPEN/CLOSED
86.	A windsock is provided in the camp (for camps located within 5km of a gas/oil facility or exploration facility).	L	Timeline: Action Planned or Taken: OPEN/CLOSED
87.	Where provided, the windsock is kept in a good condition.	L	Timeline: Action Planned or Taken:

			OPEN/CLOSED
	REQUIREMENTS	**RISK** **H: High** **M: Medium** **L: Low**	**CORRECTIVE ACTION TAKEN OR PLANNED**
G. CATERING FACILITIES (Reference: SA Environmental Health Code SAEHC-S-04)			
88.	a. For centralized catering, catering staff have received food hygiene training approved by EPD. Training records are kept. [Contact EPD for advice on training providers] b. All catering staff are health certified in accordance with Ministry of Health requirements. c. All catering premises are registered where necessary with the relevant government agency.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
89.	a. For centralized catering, a food safety system (such as HACCP) is implemented (with written procedures, temperature monitoring of cooked food, deliveries, refrigerators, freezers, bain-marie). b. The following critical temperature control records are kept: ➢ Monitoring of high risk food after cooking. ➢ Refrigerator/chiller temperatures c. Records are kept of HACCP system	H	Timeline: Action Planned or Taken: OPEN/CLOSED
90.	a. A fire blanket is provided in kitchens (UL/FM listed or CE standard) and is wall-mounted in a prominent position. b. A Type-K fire extinguisher is provided in commercial kitchens in dining halls and snack bar areas.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
91.	Cleaning Schedules include extraction fans, canopies and ducting.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
92.	a. Commercial kitchen hood-and-duct systems that satisfy IFC Section 609, incorporating fans and grease filters, are installed above cooking appliances. To include automatic fire extinguishing system, per IFC Section 609.3.4. (Note: Applies only where there is cooking that serves a population of people, such as dining halls, snack bars and other similar types of mid-to large-scale cooking and not self-catering]. b. Oven extraction canopies, filters and the ducting are regularly deep cleaned to prevent the build-up of grease and avoid fire risk. (Frequency of cleaning will depend on usage). c. Ducting has access ports to allow cleaning on lengthy sections. d. Each grease filter on extraction canopies has a warm water wash-down system connected directly to the main drainage.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
93.	a. Adequate cleaning equipment and supplies are provided for the kitchen. b. Suitable lockable cupboard space is provided for storing cleaning equipment.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
94.	The kitchen and general ventilation extraction units are kept clean and grease free. Cleaning Schedules are fully implemented.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
95.	a. A clean potable water supply is provided in accordance with SA EH Code. b. Potable water suppliers are those approved by EPD.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
96.	Suitably located washbasins & hand drying facilities are provided in food preparation areas. This includes self-catering kitchens.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
97.	Kitchens have a large double sink for food preparation, and an additional large three compartment sink for ware-washing. Each sink is provided with hot and cold water under pressure.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
98.	Large kitchen operations are provided with grease traps on sewer line immediately outside of the kitchen and are easily accessible for cleaning.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
99.	Food preparation surfaces are durable, smooth, impervious, easily cleanable and free from cracks, crevices etc.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
100.	A minimum of ½ cubic foot of both chiller and freezer space are provided per occupant in self-catering kitchens.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
101.	A minimum of 3 cubic feet of dry food storage space is provided per occupant in self-catering kitchens.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
102.	Kitchens have suitable cooking facilities. (A minimum of one (1) LPG gas/electric burner ring should be provided for each six occupants when self-catering kitchens are provided).	M	Timeline: Action Planned or Taken: OPEN/CLOSED
103.	Kitchens and dining rooms are adequately illuminated. (Refer to Attachment B, Table 1, which states 500 lux).	M	Timeline: Action Planned or Taken: OPEN/CLOSED
104.	Kitchen and dining areas have sufficient air conditioning and exhaust ventilation to maintain temperatures at a comfortable level for occupants.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
105.	A person is appointed each day to switch the valve of at the LPG cylinder to prevent the possibility of gas escape, when all cooking has completed for the day.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
106.	Dining area provided with sufficient tables and chairs to accommodate 50% of the residents at each sitting.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
107.	Conduits, pipes, and cables in kitchens are properly flushed/fitted into the structure or are suitably covered.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
H. Laundry (Reference: SA Environmental Health Code SAEHC-S-07)			
108.	a. Occupants are provided with a free, personal laundry service (for uniforms and personal clothing) or a sufficient number of washers and dryers are provided for personal usage. b. Where laundry equipment is provided for use by occupants, a minimum of two (2) clothes washers and two (2) dryers is provided for each 50 occupants or part thereof.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
109.	a. The laundry room is fully enclosed and is adequately illuminated, and air conditioned. b. Dryers are ventilated to external air via rigid or flexible ducting.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
110.	Where a commercial laundry service is used, a copy of the agreement with a commercial laundry has been submitted to the applicable proponent (copied to CS CAT) for review and record retained on site.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
I. Water Supply (Reference: SA Environmental Health Code SAEHC-S-01)			
111.	a. The camp is provided with a safe pressurized supply of fresh water that is filtered and chlorinated for use in kitchens, toilets, and laundry facilities, & for other cleaning tasks; in accordance with SA EH Code. b. The water supply is tested and sampled in accordance with SA EH Code. (This includes vehicle delivery tankers). c. Relevant records are kept.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
112.	A separate and suitable chlorinated fresh drinking water supply with outlets is provided in suitable locations throughout the camp in accordance with SASC.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
113.	Water storage tanks have tight fitting covers, are vented and are protected from contamination.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
114.	Where camp provides its own water source and water treatment plant: a. A functioning chlorination unit or RO treatment system is provided to treat raw water entering the facility, in accordance with SA EH Code. b. Daily testing and sampling conducted and records kept. c. Personnel operating plant equipment are trained and competent in water treatment and monitoring. d. Any new treatment plants, or major changes to existing systems, are approved in advance by EPD and records of this are kept.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
115.	Chlorine levels monitored routinely in accordance with SA EH Code (minimum of 0.5ppm residual chlorine, maximum of 3.0ppm) and records are kept.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
116.	a. There are no cross connections between the potable water supply and any unsafe or questionable water supply, the sewage system or any other source of pollution. b. All faucet hoses, including bathroom faucet hoses, have backflow prevention devices (vacuum breakers) fitted.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
117.	Water storage and delivery systems are kept in good repair.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
J. Sewage (Reference: SA Environmental Health Code SAEHC-S-02)			
118.	a. Sewage storage tanks are only be used in camps with an occupancy level of 30 and below. A sewage treatment system is provided on site or connect to the mains sewage system for more than 30 occupants. b. The sewage holding tank is kept in good working order and adequate for the number of occupants, in accordance with SA EH Code.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
119.	a. The sewage collected by tanker goes to an approved Treatment Plant, in accordance with SA EH Code. b. Records are kept each time a tanker takes sewage to an approved Treatment Plant.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
120.	a. Where employees have to enter sewage storage tanks, pumping stations, inspection chambers or any other areas with confined spaces, there is a controlled system of entry, written safety procedures and appropriate control measures are in place to deal with any risk of H^2S exposure. b. Only trained staff enter these areas under a strictly controlled permit system.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
121.	The company used for effluent transportation is approved and procedures are in place to prevent spillage, in accordance with SA EH Code.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
122.	The effluent disposal area is approved and there are no nuisance conditions existing, in accordance with SA EH Code.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
K. Welfare			
123.	Residents are provided with an entertainment room with T.V. and sufficient sitting arrangements.	L	Timeline: Action Planned or Taken:

			OPEN/CLOSED
	REQUIREMENTS	**RISK** **H: High** **M: Medium** **L: Low**	**CORRECTIVE ACTION TAKEN OR PLANNED**
124.	Two (2) local telephone lines are provide for occupants in case of emergency, with access 24/7 to all residents of the camp/accommodation. (In remote areas, mobile systems are acceptable as long as there is 24hr reception in the event of an emergency).	H	Timeline: Action Planned or Taken: OPEN/CLOSED
125.	a. An exercise room is provided with standard equipment and sufficient for 20 people to exercise at a time (or other alternative suitable sports facilities). b. Sufficient sports and fitness facilities are provided and are maintained and safe to use to prevent muscle injuries, sprains, slips, trips and falls.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
L. Medical and Emergency Preparedness			
126.	a. A medical facility is provided on-site in compliance with CSM (Vol 1 - CSAR), MMSR and contract. b. The medical facility is fully operated by an approved Health Care Provider (HCP).	H	Timeline: Action Planned or Taken: OPEN/CLOSED
127.	a. CVs for all Nurses, Doctors and Ambulance Drivers have been approved by JHAH/ MMSR team prior to deployment at SA remote industrial sites b. The HCP ensures that all assigned healthcare candidates have the required SCFHS card and the MOH license processed prior to assignment, in order to practice their profession in KSA.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
128.	Where there is no medical facility provided with HCP, at least one employee per shift on site has a current Heart Saver First Aid with CPR & AED certificate by a recognized BLS training program such as Saudi Heart Association or American Heart Association/ or Heart saver (CPR/FA/AED) trained by JHAH / HS&E.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
129.	a. An Emergency Response Disaster Plan (ERP) has been developed, based on credible scenarios (fire, flooding, etc.) b. The ERP has been communicated to all occupants, key personnel and medical staff. c. Copies of the ERP are kept on site. d. Periodic ERP evacuation and response drills are conducted (annually at a minimum). e. Adequate ERP drill evaluation records are kept.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
130.	Treatment protocols are followed by medical staff in accordance with the Minimum Medical Standards Requirements /MMSR Manual.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
131.	a. An ambulance is available on site at all times. The ambulance specifications and contents complies with MMSR manual. b. An ambulance driver checklist shall be completed daily c. Preventive maintenance (PM) of ambulance shall be performed and documented. PM sticker available. d. Ambulance, inside & outside, shall be in a clean and sanitary condition. e. Cleaning & disinfection schedules available & completed f. A stock list of supplies must be established as per MMSR. *g.* Ambulance back compartment should be checked and logged daily with no expired items.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
132.	a. The ambulance driver is provided with 'Specific Orientation' in accordance with the MMSR manual b. Driver is familiar with routes	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
133.	The ambulance is equipped with the following: a. Communications (radio or mobile phone) b. Spare wheel & jack c. Stretcher	H	Timeline: Action Planned or Taken: OPEN/CLOSED
134.	Autoclave should NOT be available in the clinic to sterilize medical equipment. The HCP shall ensure that all provided Central Sterile Supplies/ CSS (instruments and Packs) are DISPOSABLE.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
135.	Medication Refrigerator is equipped with a thermometer and the fridge temperature is maintained (between 2 ^{0}C to 8 ^{0}C) and recorded.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
136.	Surfaces & fixtures in clinic/medical treatment room are well designed and capable of being easily cleaned & disinfected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
137.	Written Cleaning & Disinfection Schedules are available and implemented in the clinic.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
138.	A washbasin is provided (preferably with elbow lever faucet/taps) in the clinic/medical treatment room, with disposable paper towel dispenser and wall mounted hand sanitizer.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
139.	Fully stocked first-aid kits are provided in prominent positions in the camp. They are accessible 24hrs a day.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
140.	a. Directional signage identifying location of the clinic. b. Posters are displayed indicating the following: 1) The name of the person who is in charge of first aid kit or cabinet. 2) The hospital where injured/ill personnel are to be transported. 3) The telephone number(s) of the doctor(s) or first aid attendant(s). 4) The emergency telephone number(s) to be called for assistance.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
M. Hygiene			
141.	a. The camp is kept maintained in good, clean and sanitary condition. b. All common areas are cleaned daily, with Cleaning Schedules implemented.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
142.	The outside perimeter of the camp is kept clean and free from refuse and dumping.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
143.	Records are kept of Cleaning Schedules.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
144.	Suitable pedal operated garbage and refuse containers with lids are provided in kitchens and dining rooms and at strategic locations throughout the camp.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
145.	a. Refuse is collected and taken from all areas of the camp on a daily basis to a temporary designated refuse storage area. It should be disposed of at frequencies sufficient to avoid excessive odors, nuisance conditions and attraction of vermin; in accordance with SA EH Code.	L	Timeline: Action Planned or Taken: OPEN/CLOSED

	b. An adequate number of dumpsters are provide with covers (fabric or metal lids). Dumpsters are emptied on a suitable frequency to prevent them overflowing.		
	REQUIREMENTS	**RISK** H: High M: Medium L: Low	**CORRECTIVE ACTION TAKEN OR PLANNED**
146.	The camp is kept free from insects, rodents, vermin, and feral animals; in accordance with SA EH Code.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
N. Security			
147.	A sign is prominently displayed at the entrance to camp indicating the name of the site together with the current name, address, and telephone number of the proponent and the telephone number and mobile number of the site manager, together with emergency contact details.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
148.	a. All of the camp areas/rooms have lockable doors, where required for security. b. The Camp Supervisor has duplicate keys to all areas of the camp, so that he can gain access in the event of emergency or for inspections.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
149.	Camp perimeter fences/walls/gates are kept in good condition.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
O. Camp Shop/Store			
150.	a. The camp shop/store is kept clean, hygienic and pest free. b. The shop/store keeper has been provide with basic food hygiene training. c. The shop/store does not sell unapproved electrical items or gas cookers.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

INSPECTED BY:	**POSITION:** **NAME:**
SIGNATURE:	**DATE:**

REPORT VERIFIED FOR CORRECTIVE ACTION BY COMPANY PROJECT MANAGER:	**POSITION:** **NAME:**
SIGNATURE:	**DATE:**

Attachment J
Contractor Company
Camp Inspection Form

Each contractor shall conduct weekly inspections of their camps and keep this record on site. On a monthly basis, this checklist shall be completed for each camp and submitted to the applicable Saudi Aramco contract proponent organization and copied to the CS Camp Admin Team (CAT). Where problems are noted, corrective action must be taken and recorded. The purpose of this is to effectively manage accommodation safety and hygienically. Those items identified as 'High Risk' need **immediate action** to prevent loss to life or major injury. Refer to the main G.I and references for more details of how to meet the below requirements.

Note: If possible have Contractor Camp Supervisor, Project Manager, Safety Officer/Engineer & Fire Wardens in attendance.

Saudi Aramco Contract Proponent Organization/Dept:		
Representative Name:	**Address:**	**Business Email:**
Business Phone:	**Business Mobile:**	**Fax:**

Contractor Company Name:		
Camp Location:	**GPS (If Known):**	
Project Manager Name:	**Address:**	**Business Email:**
Business Phone:	**Business Mobile:**	**Fax:**
Number of Occupants Accommodated In Camp:		
Date of Inspection:	**Inspected By:**	

RISK RATINGS

High Risk (H)
Requires immediate rectification. (Take action within 24 hours). Has a significant and immediate potential to cause serious injury/chronic medical condition and/or fatality.

Medium Risk (M)
Requires prompt attention. Plan to rectify as soon as possible as has a potential to cause serious injury/chronic medical condition and/or possible fatality.

Low Risk (L)
Requires attention and/or planning for rectification as soon as practicable. Has a potential to cause injury/medical condition in the longer term.

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
A.	**Camp Management & Records**		
1.	Company Project Manager, Safety Officer/Engineer and Camp Supervisor have attended the Saudi Aramco approved Camp Inspector Course. List Name & Position of those trained:	H	Timeline: Action Planned or Taken: **(To be completed by contractor)** OPEN/CLOSED
2.	a. Updated register of names of all camp occupants kept on site. b. Fire Wardens can access it during an emergency 24/7.	M	Timeline: a. Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
3.	a. All camp occupants trained in fire prevention, incident response and evacuation arrangements. b. Records kept of training.	M	Timeline: Action Planned or Taken: OPEN/CLOSED **State percentage of occupants trained:**
4.	a. Fire evacuation drills conducted every 3 months. b. Written fire drill evaluations, with lessons learnt.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
5.	a. Conduct safety orientation for new arrivals at the camp. (Show fire-fighting equipment, escape routes, assembly areas, etc. on site). b. Records kept.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
6.	a. Inspections of all fire detection, alarms and fire-fighting/protection equipment as per NFPA 13, NFPA 72, NFPA 25, NFPA 17A, and NFPA 10 and SAES-U-101 as applicable. b. Records kept of all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
7.	a. Entire electrical installation at the camp accommodation meets NEC [National Electrical Code - USA] and is tested annually (by a qualified and experienced electrical engineer). b. Records kept of all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
8.	a. Schedule kept of preventative maintenance (PM) checks and servicing of electrical appliances/equipment (heating, cooking, food preparation, washing, drying and cleaning appliances, etc.) by a qualified and experienced maintenance technician. b. Records kept and all actionable items corrected.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
9.	a. Scheduled PM of every HVAC unit by a qualified and experienced technician, every 6 months or as instructed by the manufacturer, whichever is the sooner. b. HVAC filters changed/cleaned as per manufacturer's guidance.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	c. Records kept of schedule and all actionable items corrected.		
	REQUIREMENTS	**RISK** H: High M: Medium L: Low	**CORRECTIVE ACTION TAKEN OR PLANNED**
B.	**Medical**		
10.	a. Where applicable, a medical facility is provided on-site in compliance with CSM (Vol 1 - CSAR), MMSR and contract. b. The medical facility is fully operated by an approved Health Care Provider (HCP). c. An ambulance is available on site at all times. The ambulance specifications and contents complies with MMSR manual. d. An ambulance driver checklist shall be completed daily e. Preventive maintenance (PM) of ambulance shall be performed and documented. PM sticker available. f. Ambulance, inside & outside, shall be in a clean and sanitary condition. g. Cleaning & disinfection schedules available & completed h. A stock list of supplies must be established as per MMSR. i. Ambulance back compartment should be checked and logged daily with no expired items. j. The ambulance is equipped with the following: Stretcher; communications (radio or mobile phone); spare wheel & jack	H	Timeline: Action Planned or Taken: OPEN/CLOSED
11.	a. Where there is no medical facility provided with an approved Health Care Provider (HCP), at least one employee per shift on site has a current Heart Saver First Aid with CPR & AED certificate by a recognized BLS training program such as Saudi Heart Association or American Heart Association/ or Heart saver (CPR/FA/AED) trained by JHAH / HS&E. Fully stocked first-aid kits are provided in prominent positions in the camp. They are accessible 24hrs a day.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
12.	a. An Emergency Response Disaster Plan (ERP) has been developed, based on credible scenarios (fire, flooding, etc.) b. The ERP has been communicated to all occupants, key personnel and medical staff. c. Copies of the ERP are kept on site. d. Periodic ERP evacuation and response drills are conducted (annually at a minimum). e. Adequate ERP drill evaluation records are kept.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
C.	**Fire Safety**		
13.	Fires, Injuries & Illness Reporting. a. Has there been a fire inside the camp, including small fires? b. Has there been any incident in the camp resulting in injury or any deaths (even if death is suspected as due to natural causes)? c. Has there been a noticeable increase in the number of occupants with illness (e.g. diarrhea, vomiting or respiratory illness)?	H	**Add details of any fires, incidents, injuries or fatalities:** a. b. c.
14.	a. An appropriate number of trained Fire Wardens is appointed for the camp, with back-ups. (Note: The number of Fire Wardens will be based on each Fire Warden being given an allocated area of buildings to check within 5 minutes of the alarm being sounded, each with a back-up Fire Warden). b. All Fire Wardens are adequately trained. c. On site records are kept to show that Fire Wardens conduct daily checks (fire prevention) of their respective designated areas.	H	Timeline: Number of Fire Wardens Appointed: Number of Fire Wardens Trained: Action Planned or Taken: OPEN/CLOSED
15.	A4-size Fire Warning Notices posted prominently with names of Fire Wardens, emergency phone numbers and written instructions in case of fire. Include directions to evacuate the building, assembly areas, how to raise the alarm and contact details for Civil Defense/Fire Protection Dept.	M	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
16.	a. Exterior exit doors from public buildings meet the IBC (International Building Code). Where required by IBC, ensure full width panic bars, UL listed, are fitted. b. Where buildings are 2 storeys or above, there is secondary means of escape that meets the requirements of the IBC.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
17.	a. An effective and operable fire alarm/warning system installed throughout the camp. b. Verified alarm is heard in areas of the camp furthest from the siren.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
18.	a. Fire alarm system check and tested on a monthly basis and maintained adequately. b. Records kept of testing and maintenance schedule and all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
19.	a. UL 217 listed smoke alarms or UL 268 listed smoke detectors provided in sleeping areas to comply with NFPA 72 and IBC, Section 907. Alarms have building power and backup power batteries, which are replaced every 12-months or sooner if beeping. b. Camp Supervisor keeps a supply of spare batteries. c. Smoke detectors are capable of proving audible fire warning to all camp residents, with initiation points easily accessible 24/7. d. Records kept of false alarms and corrective action is taken to avoid false activations. e. Heat sensors are fitted in all kitchens/cooking areas. f. Smoke alarms, detectors and heat sensors are kept clean and free of dust. g. Smoke alarms, detectors and heat sensors are tested on a monthly basis and are being maintained adequately. h. Records kept of inspections and PM and all actionable items corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
	i. A code compliant (NFPA 17A compliant, UL 300 listed), wet chemical fire suppression system is installed at all applicable commercial cooking equipment in dining halls and snack bars. Ensure thereafter that maintained and inspected periodically and records are kept.		
20.	a. Emergency and exit lighting provided in all corridors, public areas, at fire exit doors and the main path way. b. Emergency and exit lighting is fully operational and tested monthly. c. Records kept of inspections and tests and all actionable items are corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
21.	a. An adequate number of fire extinguishers provided, wall mounted at the appropriate height [mixture of ABC dry chemical + water]. Mounted so that extinguisher handle is minimum 1.1 m to 1.5 m high. b. Fire extinguishers are inspected monthly, with date recorded on label. c. Records kept of schedule and all actionable items are corrected.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
D.	**Facilities**		
22.	a. Where LPG is used, suitable natural ventilation is provided in walls to provide a cross-flow of air to dilute any build-up of escaped gas. b. A continuously (24-hr) operating ceiling mounted extractor unit is provided, correctly located. c. There is an openable window.	H	Timeline: Action Planned or Taken: OPEN/CLOSED
23.	a. LPG cylinders are stored outside buildings under sunshades and they are never stored inside any building. (Where possible, cylinders should be stored 15 m (50 feet) away from the nearest building or storage area for combustibles).	H	**Note:** Any cylinder found inside a building must be removed within **24 hours.** Timeline: Action Planned or Taken: OPEN/CLOSED

	REQUIREMENTS	RISK H: High M: Medium L: Low	CORRECTIVE ACTION TAKEN OR PLANNED
	b. A person is appointed each day to switch the valve of at the LPG cylinder to prevent the possibility of gas escape, when all cooking has completed for the day.		
24.	Only listed/approved electrical appliances, extension cords/multi outlet strips, and adapters are used and are in good condition. (Refer Attachment A, Table 3 for the listed/approved appliances that are acceptable to Saudi Aramco).	H	Timeline: Action Planned or Taken: OPEN/CLOSED
25.	Sleeping quarters (dormitories) provided with allocated floor space at a rate of not less than 4.6 m^2 (50 ft^2) but preferably 6.5m^2 (70 ft^2) for each resident. [Note: To **c**alculate the floor space and to prevent overcrowding, refer to Attachment B, Table 4 below].	M	Timeline: Action Planned or Taken: OPEN/CLOSED
26.	Bedrooms are kept clean, tidy and pest free. The Cleaning Schedule covers arrangements for dormitory cleaning.	L	Timeline: Action Planned or Taken: OPEN/CLOSED
27.	Appropriate sanitary facilities/appliances are provided as per SA EH Code. (Refer to Attachment B, Tables 1 & 2)	L	Timeline: Action Planned or Taken: OPEN/CLOSED
28.	The kitchen and general ventilation extraction units are kept clean and grease free. Cleaning Schedules are fully implemented.	M	Timeline: Action Planned or Taken: OPEN/CLOSED
29.	a. The camp is provided with a safe pressurized supply of fresh water that is filtered and chlorinated for use in kitchens, toilets, and laundry facilities, & for other cleaning tasks; in accordance with SA EH Code. b. The water supply is tested and sampled in accordance with SA EH Code. Chlorine levels monitored routinely in accordance with SA EH Code (minimum of 0.5ppm residual chlorine, maximum of 3.0ppm) (This includes vehicle delivery tankers).	H	Timeline: Action Planned or Taken: OPEN/CLOSED

	c. Relevant records are kept.		
	REQUIREMENTS	**RISK** H: High M: Medium L: Low	**CORRECTIVE ACTION TAKEN OR PLANNED**
30.	a. Refuse is collected and removed on a daily basis to a temporary designated refuse storage area. b. An adequate number of dumpsters are provide with covers (fabric or metal lids).	L	Timeline: Action Planned or Taken: OPEN/CLOSED

INSPECTED BY:	**POSITION:** **NAME:**
SIGNATURE:	**DATE:**
REPORT VERIFIED FOR CORRECTIVE ACTION BY COMPANY PROJECT MANAGER:	**POSITION:** **NAME:**
SIGNATURE:	**DATE:**